



AGENDA

June 15, 2026 – County Council Meeting

Immediately following the Agricultural Service Board Meeting

1. Call to Order

2. Changes to Agenda and Adoption of Agenda

3. Confirmation of Minutes

- 3.1 May 13, 2026 Council Meeting
- 3.2 June 10, 2026 Special Meeting

4. Delegations

- 4.1 Innisfree Charter School Society - 10:00 a.m.

5. Council Priorities

6. Requests for Decision

- 6.1 Vegreville Hutterite Colony Special Crossing Request
- 6.2 Use of County Property for Public Event
- 6.3 Subdivision File #07-2026
- 6.4 Volunteer Appreciation BBQ Funding Request
- 6.5 Fuel Management System Upgrade
- 6.6 Bridge Maintenance Tender
- 6.7 2026 Assessment Review Board Appointments
- 6.8 3-Year Operating and 5-Year Capital Spending Plans
- 6.9 Community Recognition Policy
- 6.10 CAO Bylaw No. 1374-26

7. Reports

- 7.1 Reeve
- 7.2 Council
- 7.3 CAO
- 7.4 Operations
- 7.5 Planning and Community Services
- 7.6 Protective Services
- 7.7 Corporate Services

8. Correspondence and Information Items

- 8.1 Innisfree Charter School Society Support Request
- 8.2 Volunteer Appreciation BBQ Invitation
- 8.3 Alberta Municipal Affairs re Provincial Education Requisition Credit
- 8.4 Thank You from Vegreville 4-H Beef Club
- 8.5 Alberta Municipal Affairs re RMA Spring Convention Meeting
- 8.6 Innisfree ATB 30th Anniversary Invitation

9. Councillor Requests (Information Requests and Notices of Motion)

- 9.1 Action Item List

10. Closed Session

- 10.1 Gravel Extraction Request
ATIA Section 29, Advice from officials
- 10.2 Administration Building Rehabilitation Review and Planning
ATIA Section 29, Advice from officials
- 10.3 Viking Medical Clinic
ATIA Section 29, Advice from officials

11. Open Session

12. Motions Arising out of the Closed Session

13. Adjournment



COUNCIL MEETING MINUTES

May 13, 2026

Council Members Present: Reeve Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
Councillor Joey Nafziger, Division 1
Councillor Ray Nedzielski, Division 2
Councillor Allen McCutcheon, Division 4
Councillor Carl Ogrodnick, Division 6
Councillor Jerri Ziegler, Division 7

Administration Present: Jason Warawa, Director of Corporate Services
Davin Gegolick, Director of Planning and Community Services
Mike Fundytus, Director of Protective Services
Audra Kropielnicki, Executive Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 9:34 a.m.

2. ADOPTION OF AGENDA

2026-127

Moved by: Councillor Ziegler

THAT the May 13, 2026 regular Council meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

3.1 April 20, 2026 County Council Meeting

2026-128

Moved by: Councillor Nedzielski

THAT the April 20, 2026 regular Council meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. COUNCIL PRIORITIES

2026-129

Moved by: Councillor Nedzielski

THAT the Council Priorities be accepted as information.

Carried

6. REQUESTS FOR DECISION

6.1 Bridge File 72520 Tender

2026-130

Moved by: Councillor Nafziger

THAT County Council award the tender for Bridge File 72570 to Plains Construction for a total project cost of \$512,000.00, excluding GST, including engineering, geotechnical, contingencies, and fish capture.

Carried

6.2 Appointment of Agricultural Service Board Inspectors

2026-131

Moved by: Deputy Reeve Kuzio
THAT County Council appoint Merek Dziwenka and Zachary Quinton as Inspectors for the County of Minburn No. 27 under Section 7(1) of the *Weed Control Act*, and Section 10(1) of the *Agricultural Pests Act* for 2026 until termination of employment.

Carried

6.3 Appointment of Investment Manager

2026-132

Moved by: Councillor Nedzielski
THAT County Council formally appoint ATB Investment Management Inc. as its discretionary investment manager for the County’s investment portfolio and further authorizes the execution of an investment management agreement that maintains compliance with the County’s Investment Policy AD 1034-01.

Carried

6.4 MD of Wainwright - Intermunicipal Collaboration Framework Agreement

2026-133

Moved by: Councillor Ogrodnick
THAT County Council approves the County of Minburn opt-out from the Intermunicipal Collaboration Framework Agreement between the County of Minburn No.27 and the MD of Wainwright No. 61, pursuant to section 708.28(1.1) of the Municipal Government Act.

Carried

6.5 Alberta HUB FCC AgriSpirit Fund

2026-134

Moved by: Deputy Reeve Kuzio
THAT County Council partners with the Warwick Community Hall to apply for the Alberta HUB FCC AgriSpirit Fund to put new siding on the Warwick Hall.

Carried

7 REPORTS

- 7.1 Reeve
- 7.2 Council
- 7.3 CAO
- 7.4 Operations
- 7.5 Planning and Community Services
- 7.6 Protective Services
- 7.7 Corporate Services

2026-135

Moved by: Councillor Nedzielski
THAT Council accepts the reports as presented.

Carried

8. CORRESPONDENCE AND INFORMATION ITEMS

- 8.1 Lac La Biche Invitation to 2026 Healthier Communities Golf Tournament
- 8.2 Invitation to Royal Canadian Legion 100th Anniversary Celebration

2026-136

Moved by: Deputy Reeve Kuzio
THAT Council accept the correspondence as information.

Carried

Reeve Konieczny recessed the meeting at 10:38 a.m.
Reeve Konieczny reconvened the meeting at 10:46 a.m.

9 **COUNCILLOR REQUESTS** (Information Requests and Notices of Motion)

9.1 Action Item List

2026-137
Moved by: Councillor Ogrodnick
THAT Council accept the Action Item List as information. **Carried**

10 **CLOSED SESSION**

2026-138
Moved by: Councillor Nafziger
THAT County Council meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Section 26, Disclosure harmful to intergovernmental relations and Section 29, Advice from officials at 10:47 a.m. **Carried**

10.1 Village of Mannville Fire Service Agreement Amendments
ATIA Section 26, Disclosure harmful to intergovernmental relations

Name	Reason/Purpose
Mike Fundytus	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

Mike Fundytus left the meeting at 11:05 a.m.

10.2 Auditing Services Request for Proposal Evaluation Criteria
ATIA Section 29, Advice from Officials

Name	Reason/Purpose
Jason Warawa	Strategic Leader of the Organization

11 **OPEN SESSION**

2026-139
Moved by: Councillor Nafziger
THAT County Council move to revert to Open Session at 11:22 a.m. **Carried**

12 **MOTIONS ARISING OUT OF THE CLOSED SESSION**

12.1 Village of Mannville Fire Service Agreement Amendments

2026-140
Moved by: Councillor Nafziger
THAT County Council approve the amendments to the Village of Mannville Fire Services Agreement discussed in Closed Session. **Carried**

12.2 Auditing Services Request for Proposal Evaluation Criteria

2026-141
Moved by: Councillor Nedzielski
THAT County Council approve the evaluation criteria for the Auditing Services Request for Proposal as discussed in Closed Session. **Carried**

13 Adjournment

Reeve Konieczny declared the meeting adjourned at 11:23 a.m.

Reeve

Chief Administrative Officer



Special Meeting Minutes

June 10, 2026

Immediately following the Committee of the Whole Meeting

Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
Councillor Joey Nafziger, Division 1
Councillor Ray Nedzielski, Division 2
Councillor Allen McCutcheon, Division 4
Councillor Carl Ogrodnick, Division 6
Councillor Jerri Ziegler, Division 7

Administration Present: Pat Podoborozny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Audra Kropielnicki, Executive Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 3:25 p.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-142

Moved by: Deputy Reeve Kuzio

THAT the Agenda for the June 10, 2026 Special meeting be adopted as presented.

Carried

3. REQUESTS FOR DECISION

3.1 Privacy and Access Policy AD 1035-01

2026-143

Moved by: Councillor Nafziger

THAT County Council approve Privacy and Access Policy AD 1035-01.

Carried

3.2 Access to Information Bylaw No. 1379-26

2026-144

Moved by: Deputy Reeve Kuzio

THAT County Council give first reading to Access to Information Bylaw No. 1379-26.

Carried

2026-145

Moved by: Councillor Ziegler

THAT County Council give second reading to Access to Information Bylaw No. 1379-26.

Carried

2026-146

Moved by: Councillor Nafziger

THAT County Council consider giving unanimous consent to going to third reading to Access to Information Bylaw No. 1379-26.

Carried

2026-147
Moved by: Councillor McCutcheon
THAT County Council give third reading to Access to Information Bylaw No. 1379-26.
Carried

3.3 Protection of Privacy Bylaw No. 1380-26

2026-148
Moved by: Councillor Nafziger
THAT County Council give first reading to Protection of Privacy Bylaw No. 1380-26.
Carried

2026-149
Moved by: Councillor Nedzielski
THAT County Council give second reading to Protection of Privacy Bylaw No. 1380-26.
Carried

2026-150
Moved by: Councillor Ogrodnick
THAT County Council consider giving unanimous consent to going to third reading to Protection of Privacy Bylaw No. 1380-26.
Carried

2026-151
Moved by: Councillor Ziegler
THAT County Council give third reading to Protection of Privacy Bylaw No. 1380-26.
Carried

- 4. CLOSED SESSION
- 5. OPEN SESSION
- 6. MOTIONS ARISING OUT OF CLOSED SESSION
- 7. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 3:46 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (June 2026)

COUNCIL PRIORITIES

NOW

1. **UPDATED HEALTH AND SAFETY MANUAL**
2. **STRATEGIC PLAN**
3. **ERP CONVERSION PROJECT**

TIMELINE

July 2026
August 2026
August 2026

NEXT

- ADMINISTRATION BUILDING UPGRADES – July 2026
- Contracted Service Delivery Review – December 2026

ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Reinstatement of Gopher Control (Federal)*
- *On-Farm Slaughter Sales (Provincial)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Non-Potable Water Resources for Ag Producers (AEP)*
- *Rural Medical Services (RMA)*

ADMINISTRATIVE INITIATIVES

OFFICE OF THE CAO

1. **UPDATED HEALTH AND SAFETY MANUAL – July 2026**
2. Privacy Management Program Implementation – September 2026
3. Policy and Bylaw Review – July 2026
4. **STRATEGIC PLAN – August 2026**
5. Non-profit and Society Agreement review- August 2026
6. Town of Vegreville Recreation & Waste Agreements – August 2026

CORPORATE SERVICES

1. **ERP CONVERSION PROJECT – August 2026**
2. Privacy Impact Assessment ERP – July 2026
3. Job Description/Hire Corporate Services Position – July 2026
4. Update Procurement Policy – July 2026
5. Update IT Policy – July 2026
6. Update HR Handbook – August 2026
7. Develop Artificial Intelligence Policy – Fall 2026

Planning and Community Services

1. CROSSROADS REGIONAL INVESTMENT READINESS PROJECT: TENDER SELECTION – June 2026
2. New Business Recognitions – July 2026
3. Update Social Media and Communications Policy – July 2026
4. Update Rural Broadband Policy – July 2026
5. Automated DP Permitting Implementation – August 2026
6. New Cemetery Signage – August 2026

Protective Services

1. **UPDATED HEALTH AND SAFETY MANUAL – July 2026**
2. Bylaw Enforcement Role – Ongoing
3. Fire Fighter Recruitment – Ongoing
4. VILLAGE FIRE SERVICE AGREEMENTS - July 2026
5. Firefighter Training Review - September 2026

OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. Project Implementation (Construction, bridges, oiling, gravel, and dust abatement)
3. Admin Building – Asset renewal: ongoing
4. Equipment Planning – July 2026
5. Asphalt Asset Management Plan – July 2026

AGRICULTURE & UTILITIES

1. Northern Alberta Farm Family Award – June 15, 2026
2. Circular Materials – October 2026
3. Minburn Lagoon Assessment – July 2026
4. Summer Project rollout – June 2026

CODES:

BOLD CAPITALS = Now Priorities; **CAPITALS** = Next; *Italics* = Advocacy; Regular Case = Operational Strategies

2 – 3 Year OUTLOOK

1. Service Level Review – **Infrastructure replacement and maintenance**
2. Facility Review – **Costing, replacement, ongoing maintenance**



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

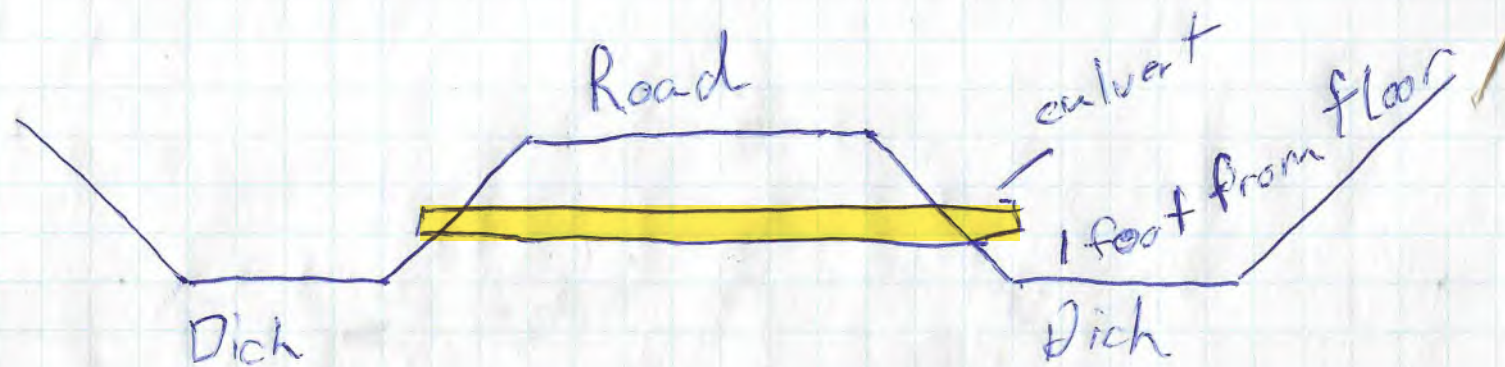
Prepared By: _____

Reviewed By: _____

Proposed Culvert Crossing - Vegreville Hutterite Colony



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culvert is to be put in
1 foot from ditch floor
to prevent any kind of water
interference!



Proposed culvert crossing
Rge Rd 135
Facing South



Proposed culvert crossing
Rge Rd 135
Facing North



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Events 2026

Events

Lavoy General Store will be hosting some in store workshops etc. and events that pertain to sections in the store as well as for entertainment but we will also be hosting additional events.

We have laid out the events below. Please note all dates are tentative at this point with final confirmation to come as we ensure the hall has backup for the outdoor market as well as the other two events being held there.

We have 25 years of event planning history with the majority being in sports tournaments (soccer and slo-pitch) and social events with the bar trailer we owned for 15 years. While it was just a weekend hobby type of business, we have gotten very good at the details.

When hosting an event we look at the sustainability of the event, the liability, the enjoyment of the consumer as well as what it brings to the community.

We are very community oriented and our events are geared towards bringing community together as well as showcasing local producers.

We look forward to any feedback you may have.



Events 2026

Prairie Pickers Market

Tentative Date: July 25, 2026

Proposed Location(s)

We would love to utilize the area across from the store as well as the area the campground for the food truck and we would place some tables and chairs there for a seating area.

We would like to make this an annual event.





Events 2026

Logistics

20 vendor spots based on a 10x10 tent.
Cost to Vendors would be \$50.00 each.

Funds from vendors would go towards renting a porta potty, Facebook Advertising and Signage. Any remaining monies from fees would be used towards renting the hall for our fall Harvest Fest.

Type of Vendors:

Vintage flea market. Vendors must offer authentic vintage, antique, primitive, salvaged, or repurposed goods. Additional vendors allowed include: Flower sellers, handmade goods with a vintage vibe, photography as long as the vendor carried items that paid tribute to the prairies and the lifestyle. If it looks like it's from Amazon, it doesn't fit the market.

Proposed Hours

Vendor Set Up from 7:00 am to 9:00 AM

Market Hours: 9:30 AM to 4:00 PM

Area will be ribboned off while vendors set up (we know people will still want to visit prior to opening due to curiosity).

Weather

This event will run rain or shine. In the event of sustained winds over 45Km per hour booths may set up inside the Lavoy Hall which will be booked for the day as a contingency plan). Any other concerns with weather will be addressed the night before.

Promotion

Vendors must help promote the event via social media, emails, and other channels. Promotional materials will be provided. Preference is given to vendors with active social media pages.

Liability & Safety

One day event liability insurance listing the County of Minburn and Lavoy General Store will be provided 7 days prior to event.

Parking

There is plenty of parking around the store and down the streets but we will monitor it on an ongoing basis to ensure no disruption to residents.



Events 2026

Field & Fork A Farm to Table Experience

Tentative Date: August 21 and 22, 2026

Location: Lavoy Community Hall

Logistics

Friday, August 21 – First Sitting – 12

Saturday, August 22 – Second Sitting – 12

Cost Per Person: TBD

Field & Fork is an intimate farm-to-table dining experience hosted inside our beautifully styled community hall, transformed for one evening into a warm, candlelit gathering space.

This long-table supper celebrates the flavours, growers, and makers who define our region, brought together under the direction of a professional chef.

Guests will gather at communal tables featuring vintage décor, soft lighting, and curated place settings that echo the charm of old-fashioned harvest suppers.

The chef-designed menu is built around ingredients sourced directly from local producers.

From fresh vegetables and heritage grains to locally raised meats, each element of the meal reflects the richness of our region.

This collaboration between chef and producer creates an unforgettable dining experience.

Guests will enjoy acoustic guitar music as they share a meal.

Liability & Safety

One day event liability insurance and liquor license for private event.



Events 2026

Lavoy Harvest Fest Celebrating 120 Years

Tentative Date: September 19, 2026

Location: Lavoy Community Hall

Ticket Prices: No cost for day time activities with the exception of food and concession items. Dance ticket costs to be determined.

Enjoy a full day of heritage fun with our Vintage Tractor Show, Old-Fashioned Games, and a curated Heritage Exhibit celebrating Lavoy's past. As evening falls, gather for our Family-Friendly Barn Dance

A treat type food truck will be onsite to provide additional food.

Vintage Tractor Show

We will be showcasing some vintage tractors on the parking in front of hall.

Old Fashioned Games

The inside of the hall during the day will be transformed into an old fashioned fall fair.

Heritage Exhibit

A call out to the community for heritage pictures and stories.

Family Friendly Dance

Live band with a harvest late night lunch provided in the cost of the ticket.

Parking

There is plenty of parking around the store and down the streets but we will monitor it on an ongoing basis to ensure no disruption to residents.

Liability & Safety

One day event liability insurance and liquor license for private event.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

File Number:	07-2026
Legal:	NW 8-52-12-W4M
Owner:	Gregg and Lori Wolinski
Applicant:	Krawchuk Land Surveys Ltd.
Date Application Deemed Complete:	April 28, 2026
Decision Due Date:	June 27, 2026
Existing Use:	Agricultural
Proposed Use:	Rural Residential
Gross Area:	64.38 Ha (159.23 ac)
Proposed Area:	Lot 1, Block 1 – 4.05 Ha (10.0 ac)
Zoning:	A: Agricultural District
Division:	4

B. DESCRIPTION OF PROPOSAL:

The subject property is located on the NW 8-52-12-W4M in Division 4 approximately 15 km north-east of Lavoy on Twp Rd 522 and Rge Rd 125. The applicant proposes to separate the existing yard site from the quarter. Proposed Lot 1 is 4.05 Ha (10.0 ac) and contains the dwelling, outbuildings, treed area, and fenced pasture. The remnant parcel contains productive farm land, trees on the north east corner of the quarter, and several low/wet areas throughout.

Access to proposed Lot 1 is via an existing approach off Rge Rd 125. There is currently no approach to the proposed remnant parcel. Road widening has been dedicated to a portion of Twp Rd 522 along the frontage of the quarter, but no road widening along the frontage of the yard site or along Rge Rd 125.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on April 29, 2026 – no objections.

D. COMPLIANCE:

The existing private sewage disposal system (pump-out) was modified in 2021 with the installation of a new tank and lines without obtaining permit approval. Aside from this, the proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and all applicable statutory plans.

E. RESERVES:

Pursuant to Section 663(b) of the *Municipal Government Act*, reserves are not required.

F. RECOMMENDATION

That the proposed subdivision application be **approved**, subject to the following conditions:

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the *Municipal Government Act*, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the *Municipal Government Act*, 2000 as amended, pertaining to the provision of land for a future approach as required.
4. That prior to endorsement of the registerable instrument, the registered owner/applicant must provide documentation to the County indicating that the existing on-site private sewage disposal system is approved in accordance with the *Alberta Private Sewage Disposal System Regulation* (AR 229/97).
5. That all outstanding property taxes (including the current year's taxes in full) are to be paid pursuant to Section 654 of the *Municipal Government Act*, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at planning@minburncounty.ab.ca for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
3. Pursuant to condition #4, above, a private sewage disposal system permit application is required to ensure the existing private sewage disposal system conforms to the *Alberta Private Sewage Disposal System Regulation* (AR 229/97). Please contact The Inspections Group at 1-866-554-5048 to discuss application requirements.
4. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
5. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior**

consultation and approval from Alberta Environment and Protected Areas. If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.

6. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

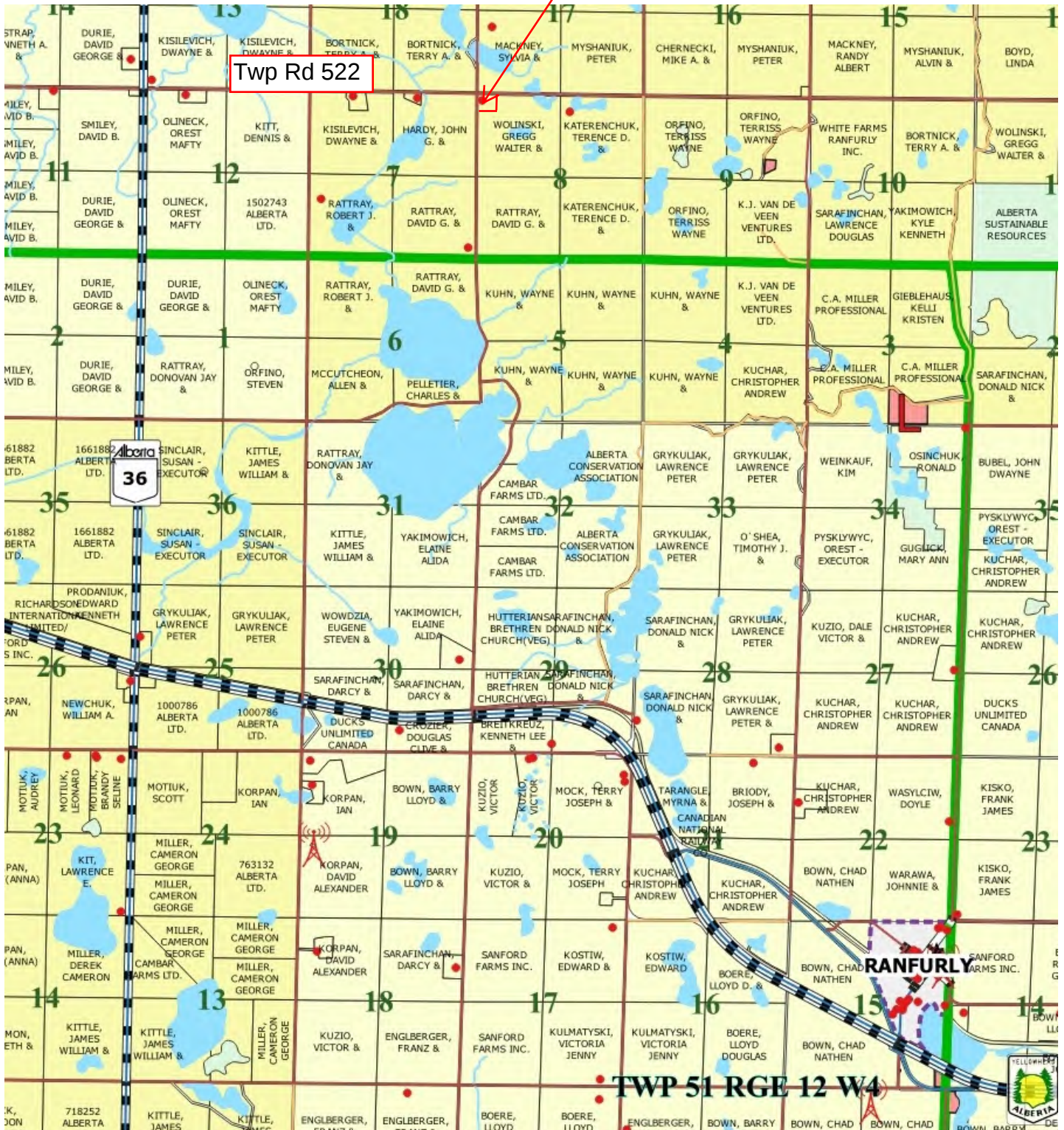
G. ATTACHMENTS:

- ◆ Location plan
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary

LOCATION MAP

PROPOSED SUBDIVISION WITHIN N.W. 1/4 SEC.8 TWP.52 RGE.12 W.4 M. COUNTY OF MINBURN

Proposed
Lot



KRAWCHUK
LAND SURVEYS LTD

Box 945, St. Paul, AB, T0A 3A0
info@krawchuklandsurveys.ca
Ph. 780-614-5653
Fax. 833-859-4204

TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION WITHIN
N.W. 1/4 SEC.8 TWP.52 RGE.12 W.4 M.
COUNTY OF MINBURN



Notes:

- Preliminary survey conducted on March 18th, 2026, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Microsoft Corporation
- Location of low/wet areas derived from aerial imagery dated Jan 2014 - 19 Oct 2023.

Table of Offsets:

Pumpout to Boundaries:

N	-	82.8
E	-	106.9
S	-	118.8
W	-	94.1

Pumpout to:

Water well	-	76.8
House	-	52.6



Box 945, St. Paul, AB, T0A 3A0
info@krawchuklandsurveys.ca
Ph. 780-614-5653
Fax. 833-859-4204

Legend:

- Building
- Movable building
- Low/Wet area
- Subject parcel boundaries
- Pumpout
- Water Well

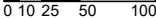
Abbreviations:

- ac. acre
- E. East
- ha. hectare
- M. meridian
- N. North

R/W right of way

- S. South
- W. West

Scale 1:5000



Date issued: April 20, 2026
File: 26-01-0019 Rev 0

TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION WITHIN
N.W. 1/4 SEC.8 TWP.52 RGE.12 W.4 M.
COUNTY OF MINBURN



- Notes:
- Preliminary survey conducted on March 18th, 2026, dimensions and areas are more or less and **subject to change**.
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Table of Offsets:		
Pumpout to Boundaries:		
N	-	82.8
E	-	106.9
S	-	118.8
W	-	94.1
Pumpout to:		
Water well	-	76.8
House	-	52.6

From intersection of Rge Rd 125/Twp Rd 522 facing SE: proposed Lot 1 includes the existing fenced yard treed area. Dwelling and outbuildings can be seen within proposed Lot 1. Access is via Rge Rd 125. There is also legal access off Twp Rd 522. The proposed remnant parcel can be seen in the background – cultivated farm land with several low/wet areas.



Opposite location of previous photo, facing NW.



Closeup of buildings within proposed Lot 1. Water well is north of the green-roof shop.



Existing septic pump out within proposed Lot 1 appears to meet minimum setbacks to the new proposed property boundaries. New tank and lines were installed in 2021 (no permit on file)



Existing secondary access to proposed Lot 1 off Twp Rd 522



Another secondary access to proposed Lot 1 via Rge Rd 125.



This approach which appears to provide joint access to both NW and SW 8-52-12-4 appears to only provide legal access to the SW 8-52-12-4. There would be no legal access to the proposed remnant parcel as a result of subdivision.



Inspection Summary:

- Topography – rolling
- Soil characteristics – clay/loam
- Nature of vegetation and water – cultivated farmland, trees within proposed lot 1. Several low/wet areas throughout the quarter.
- Private Sewage/water well – confirmed by existing septic pump out and water well.
- Use of land in the vicinity – agricultural, rural residential – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



COUNTY OF MINBURN NO. 27 COMMUNITY INVESTMENT PROGRAM APPLICATION FORM

Box 550, 4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082
<https://www.minburncounty.ab.ca>

Date: 5/12/26

Organization Name: Town of Vegreville - Vegreville & District Family & Community Support Services

(Payment will be issued in this name)

Mailing Address: 4829 50 ST Vegreville t9c1r7
Street and number Town Postal Code

Contact Person: Elizabeth Koehler-Lenko

Phone Number: 780-632-3966 ext 1103 Email Address: ekoehlerlenko@vegreville.com

What is the nature of your group?

- ☐ Ad Hoc group of citizens ☐ Group of citizens who meet regularly ☐ Registered society
☐ Non-profit group ☐ Registered charity ☒ Municipality

Name of Event/Project: Volunteer Appreciation BBQ Date of Event (if applicable): June 18,2026

Are you requesting **financial support** (please indicate value) or an **in-kind donation** (gift basket, County promo items, etc.): Financial Support of \$500 and in-kind donation of county promo items/gift basket for door prize

Describe your event or project (please submit your letter for this section):

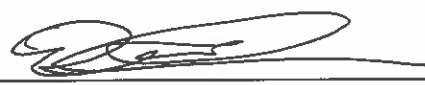
- Provide as much detail as possible to give a clear idea of what your event/project will include.
- Number of local residents served
- Number of local volunteers
- Mitigation of barriers to services for people with mental and physical disabilities and minority groups
- Level of involvement with other community partners
- Indicate who can participate
- Explanation of how the County's support will be recognized for this event/project

Not required for
requests under
\$1,000 →

Total projected revenue related to this request: \$ _____

Total projected expenditure related to this request: \$ _____

I certify that the information provided on this application form is correct, to the best of my knowledge, and that I am authorized to act on behalf of the organization.

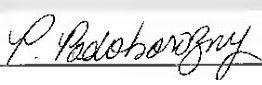
Print Full Name: Elizabeth Koehler-Lenko Signature: 

Position/Capacity: Community Development Facilitator Date: 5/12/26

Before you submit your application to planning@minburncounty.ab.ca, confirm that you have completed these steps:

- ☒ Ensure that your project/event conforms to County of Minburn Policy AD 1019-01
Application form
Letter of Request

OFFICE USE ONLY

CAO Approval:  Date: 5/12/2026

Collection and Use of Personal Information

Personal information is collected in accordance with Section 4 of the Protection and privacy Act (POPA.) If you have any questions about the collection, use, or disclosure of your personal information, contact Planning and Community Services at 780-632-2082.



May 11, 2026

County of Minburn Council
4909 – 50 Street
Box 550
Vegreville, AB T9C 1R6

Attention: Reeve and Council Members

Re: National Volunteer Week (NVW) 2026 Appreciation BBQ – Request for Support

Dear Reeve and Council Members,

On behalf of Vegreville and District FCSS, the FCSS Advisory Board, and the Volunteer Appreciation Committee, I am pleased to present this request to the County of Minburn Council for your consideration and support of our 2026 National Volunteer Week initiatives and Volunteer Appreciation BBQ.

Background

National Volunteer Week is a dedicated time each year to promote volunteerism, recognize contributions, and encourage community involvement. In 2026, FCSS has taken a renewed approach by focusing on volunteer promotion and recruitment through the Ignite Campaign. This initiative was developed to make it easier for residents to explore volunteer opportunities and find meaningful ways to get involved in our community.

This shift reflects ongoing challenges within the volunteer sector, including declining participation rates and increasing demand for services across rural communities. At the same time, it remains essential to recognize and celebrate the individuals who continue to contribute their time and energy.

In previous years, FCSS hosted a Volunteer Appreciation Lunch; however, based on community feedback and the overwhelming response to last year's Volunteer Appreciation BBQ, we have enhanced the event format and scheduled it at a more accessible time outside of peak periods such as tax season and seeding.

Feedback from attendees highlighted how meaningful it was to be served by their elected officials, and the opportunity to connect with Council in that setting was highly valued by volunteers.

Volunteer Appreciation BBQ Details

Date and Location: Thursday, June 18, 2026, at the Vegreville Centennial Library grounds

Time: 3:00 p.m. to 7:00 p.m.

Projected Attendance: Approximately 250 people

Highlights:

- BBQ meal served to volunteers and community members
- Participation from elected officials in serving and engaging with attendees
- Live entertainment and family-friendly activities
- Social media campaign recognizing local volunteers
- Promotion of volunteer opportunities through the Ignite Campaign
- Community engagement and connection opportunities

Financial Implications

Vegreville and District FCSS has not received grant funding for the 2026 event and is working with local non-profit organizations and business partners to support costs through sponsorship and in-kind contributions.

We respectfully request that the County of Minburn Council consider providing financial support in the amount of \$500 to assist with the cost of food, supplies, and promotional materials.

Recommendation

That the County of Minburn Council approve a financial contribution of up to \$500 in support of the 2026 Volunteer Appreciation BBQ.

We also invite members of County Council to volunteer their time at the event by assisting with meal preparation and service on June 18, 2026. Your participation is a meaningful way to demonstrate appreciation and support for the volunteers who play a vital role in our community.

We sincerely thank you for your continued support of community initiatives and look forward to celebrating volunteerism together.

Warm regards,

Julie Gottselig
FCSS Manager
Vegreville & District FCSS Department



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix



June 9th, 2026

File: **Various**

COUNTY OF MINBURN NO. 27

4909-50 Street
Vegreville, AB T9C 1R6

Attention: Norm De Wet, Director of Operations

Dear Norm,

Re: Tender 01000-26 – Bridge Maintenance and Other Work
Tender Award Recommendation

Attached are the results of the bids received for Tender 01000-26 for Bridge Maintenance and Other Work at Bridge Files 01000, 01485, 06554, 71897 and 81828. Formula Alberta Ltd. (Formula) was the low bidder at a total cost of \$847,290.00, excluding GST, which is 4% higher than the "C" estimate dated May 4th, 2026. The overall project cost estimate, including engineering, and contingencies would be \$1,058,938.00, excluding GST.

Formula are fully capable of completing this type of work and, when working with MPA, has always completed projects in a satisfactory manner. We recommend this contract be awarded to Formula Services Ltd.

Once the County has approved the award of this tender, we will advise the Bidder and prepare the Contract documents for signing. If you require anything further or have any questions, please call.

Sincerely,
MPA Engineering Ltd.

per:

Kirk Morris, P.Eng.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

5/27/26 16:45:08
(GL03250)

STATEMENT OF REVENUE AND EXPENSE
1 YR BUDGET & 3 YR FUTURE OPER. BUDGETS

Page: 1

Type: Municipal
PERIOD: 2026/12/31

	2026	2027	2028	2029
	FINAL BUDGET	OPERATING PLAN	OPERATING PLAN	OPERATING PLAN
MUNICIPAL REVENUES				
1-1-000-00-00-00-00-00 GENERAL MUNICIPAL	-23,599,788.00	-24,071,783.00	-24,553,219.00	-25,044,282.00
1-1-000-12-00-00-00-00 ADMINISTRATIVE	-77,000.00	-1,041,820.00	-1,042,656.00	-43,509.00
1-1-000-23-00-00-00-00 FIRE SERVICES - REVENUE	-1,555,225.00	-219,500.00	-146,890.00	-1,224,328.00
1-1-000-32-00-00-00-00 TRANSPORTATION	-6,977,798.00	-8,870,926.00	-7,555,080.00	-8,075,736.00
1-1-000-41-00-00-00-00 WATER SUPPLY & DISTRIBUTIO	-212,860.00	-217,117.00	-221,459.00	-225,886.00
1-1-000-42-00-00-00-00 SANITARY SEWER SERVICE	-12,400.00	-12,648.00	-12,901.00	-13,159.00
1-1-000-43-00-00-00-00 ENVIRONMENTAL HEALTH SERVI	-134,200.00	-136,884.00	-139,622.00	-142,414.00
1-1-000-51-00-00-00-00 FAMILY & COMMUNITY SUPPORT	-119,660.00	-122,053.00	-124,494.00	-126,984.00
1-1-000-56-01-00-00-00 PUBLIC HEALTH & WELFARE	-1,000.00	-1,020.00	-1,040.00	-1,061.00
1-1-000-61-00-00-00-00 PLANNING/ZONING AND DEVELO	-53,874.00	-54,951.00	-56,050.00	-57,171.00
1-1-000-62-00-00-00-00 AGRICULTURAL SERVICE BOARD	-207,246.00	-211,391.00	-215,618.00	-219,929.00
1-1-000-65-00-00-00-00 ECONOMIC DEVELOPMENT	-58,000.00	-3,060.00	-3,121.00	-3,183.00
1-1-400-66-00-00-00-00 SUBDIVISION LAND & DEVELOP	-10,000.00	-10,200.00	-10,404.00	-10,612.00
1-1-000-71-00-00-00-00 RECREATION	-302,000.00	-308,040.00	-314,201.00	-320,485.00
TOTAL MUNICIPAL REVENUES	-33,321,051.00	-35,281,393.00	-34,396,755.00	-35,508,739.00
MUNICIPAL EXPENSES				
1-2-000-00-00-00-00-00 GENERAL MUNICIPAL	420,000.00	428,400.00	436,968.00	445,707.00
1-2-000-11-00-00-00-00 LEGISLATIVE	715,225.00	729,530.00	744,123.00	759,006.00
1-2-000-12-00-00-00-00 ADMINISTRATIVE	3,733,404.00	6,786,244.00	6,901,975.00	6,020,022.00
1-2-000-13-00-00-00-00 HEALTH & SAFETY SERVICES	85,800.00	87,516.00	89,265.00	91,051.00
1-2-000-21-00-00-00-00 POLICING	303,000.00	309,060.00	315,241.00	321,546.00
1-2-000-23-00-00-00-00 FIRE SERVICES	2,722,309.00	1,380,549.00	1,331,161.00	2,432,284.00
1-2-000-24-00-00-00-00 EMERGENCY SERVICES	39,200.00	9,264.00	9,448.00	9,637.00
1-2-000-25-00-00-00-00 GRANTS-AMBULANCES	17,000.00	17,340.00	17,687.00	18,041.00
1-2-000-26-00-00-00-00 BYLAW SERVICES	16,300.00	16,626.00	16,958.00	17,296.00
1-2-000-32-00-00-00-00 TRANSPORTATION	20,827,508.00	21,075,545.00	20,003,789.00	20,773,416.00
1-2-000-41-00-00-00-00 WATER SUPPLY & DISTRIBUTIO	544,143.00	537,915.00	548,673.00	559,643.00
1-2-000-42-00-00-00-00 SANITARY SEWER SERVICES	107,211.00	109,355.00	111,544.00	113,773.00
1-2-000-43-00-00-00-00 ENVIRONMENTAL HEALTH SERVI	350,047.00	357,049.00	364,188.00	371,469.00
1-2-000-51-00-00-00-00 FAMILY & COMMUNITY SUPPORT	174,671.00	178,164.00	181,727.00	185,362.00
1-2-000-56-00-00-00-00 PUBLIC HEALTH & WELFARE	41,934.00	42,773.00	43,627.00	44,500.00
1-2-000-61-00-00-00-00 PLANNING & DEVELOPMENT	256,500.00	261,630.00	266,862.00	272,199.00
1-2-000-62-00-00-00-00 AGRICULTURAL SERVICE BOARD	609,487.00	621,677.00	634,109.00	646,790.00
1-2-000-65-00-00-00-00 ECONOMIC DEVELOPMENT	194,250.00	126,435.00	128,964.00	131,543.00
1-2-500-66-00-00-00-00 SUBDIVISION LAND & DEVELOP	50,000.00	51,000.00	52,020.00	53,060.00
1-2-000-71-00-00-00-00 RECREATION	732,798.00	747,454.00	762,402.00	777,649.00
1-2-000-74-00-00-00-00 LIBRARY	147,399.00	150,347.00	153,354.00	156,422.00
1-2-000-81-00-00-00-00 REQUISITIONS	3,301,571.00	3,367,602.00	3,434,953.00	3,503,652.00
TOTAL MUNICIPAL EXPENSES	35,389,757.00	37,391,475.00	36,549,038.00	37,704,068.00



County of Minburn No. 27

Updated May 25/2026

2026 Capital Budget & 2027 to 2031 Capital Plans

Five Year Capital Plan Summary - Budgeted Purchases

Asset Group	Budget 2026	Future 2027	Future 2028	Future 2029	Future 2030	Future 2031	Totals
Vehicles	\$ 128,625	\$ 200,000	\$ 1,170,000	\$ 1,153,000	\$ 1,266,000	\$ 160,000	\$ 4,077,625
Fire Vehicles	\$ 1,345,000	\$ 100,000	\$ -	\$ 1,100,000	\$ -	\$ 850,000	\$ 3,395,000
Engineered Structures (Bridges)	\$ 1,267,159	\$ 463,000	\$ 497,000	\$ 501,000	\$ 536,000	\$ -	\$ 3,264,159
Buildings	\$ 84,900	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 2,084,900
Machinery and Equipment	\$ 1,769,783	\$ 3,200,000	\$ 805,000	\$ 1,212,000	\$ 2,778,000	\$ 500,000	\$ 10,264,783
Land Improvements	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Structures (Infrastructure)	\$ 1,247,947	\$ 1,250,280	\$ 1,275,280	\$ 1,300,280	\$ 1,325,280	\$ 1,350,280	\$ 7,749,347
TOTALS:	\$ 5,908,414	\$ 6,213,280	\$ 4,747,280	\$ 5,266,280	\$ 5,905,280	\$ 2,860,280	\$ 30,900,814

Five Year Capital Plan Summary - Budgeted Sources of Funding

Asset Group	Budget 2026	Future 2027	Future 2028	Future 2029	Future 2030	Future 2031	Totals
LGFF Local Gov't Financial Framework	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 9,516,720
CCBF Cdn Community Bldg Foundation	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
STIP	\$ 744,159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 744,159
Grant Funding Total:	\$ 2,530,279	\$ 1,786,120	\$ 1,786,120	\$ 1,786,120	\$ 1,786,120	\$ 1,786,120	\$ 11,460,879
Reserves:							
* Fire Reserve	\$ 1,345,000	\$ 100,000	\$ -	\$ 1,100,000	\$ -	\$ 850,000	\$ 3,395,000
* Equipment Reserve	\$ 5,240	\$ 1,813,880	\$ 388,880	\$ 778,880	\$ 2,457,880	-\$ 926,120	\$ 4,518,640
* Bridge Reserve	\$ -	\$ 263,000	\$ 297,000	\$ 301,000	\$ 336,000	-\$ 200,000	\$ 997,000
* Hamlet Reserve	\$ 22,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,667
* Facility Reserve	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
* Surfaced Roads Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Draw From Reserves Total:	\$ 1,372,907	\$ 2,176,880	\$ 1,685,880	\$ 2,179,880	\$ 2,793,880	-\$ 276,120	\$ 10,933,307
Contributions by Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Genral Taxation	\$ 256,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 256,948
Other	\$ 1,748,280	\$ 1,250,280	\$ 1,275,280	\$ 1,300,280	\$ 1,325,280	\$ 1,350,280	\$ 8,249,680
TOTALS:	\$ 5,908,414	\$ 5,213,280	\$ 4,747,280	\$ 5,266,280	\$ 5,905,280	\$ 2,860,280	\$ 30,900,814



County of Minburn No. 27

Capital Budget 2026 & Capital Plans 2027 to 2031

Five Year Capital Plan

Asset Group	Dept	Budget 2026	Future 2027	Future 2028	Future 2029	Future 2030	Future 2031	Proposed Funding Options
Vehicles								
Protective Services / Fire								
Fire County Fire Truck Replacement (Unit #910)	26-02	1,100,000			1,100,000		850,000	Reserves
Fire Vegreville Fire Truck	26-02	80,000						Reserves
Fire Fire Department - Fire Chief Truck	26-02		100,000					Reserves / Tax
Fire Fire Department - Bylaw Officer Truck	26-02	165,000						Reserves
Public Works								
PW Public Works Plow/Gravel Truck Fleet	32			1,020,000	910,000	1,020,000		Reserves
PW Public Works Fleet Truck Purchases	32	128,625	200,000	150,000	243,000	246,000	160,000	Reserves
Vehicles Totals:		\$ 1,473,625	\$ 300,000	\$ 1,170,000	\$ 2,253,000	\$ 1,266,000	\$ 1,010,000	
Engineered Structures (Bridge Infrastructure)								
2026 BF01762 Culvert Replacement	32	413,722						STIP, CCBF
BF01195 Culvert Replacement	32	330,437						STIP, CCBF, Reserves
BF72570 Culvert Replacement	32	523,000						STIP, CCBF
Future:								
BF01105 Culvert Replacement	32		463,000					STIP, CCBF, Reserves, Gen Rev
BF06530 Culvert Replacement	32			497,000				STIP, CCBF, Reserves, Gen Rev
BF74272 Culvert Replacement	32				501,000			STIP, CCBF, Reserves, Gen Rev
BF71793 Culvert Replacement	32					536,000		STIP, CCBF, Reserves, Gen Rev
Bridges Totals:		\$ 1,267,159	\$ 463,000	\$ 497,000	\$ 501,000	\$ 536,000	\$ -	
Buildings								
Administration								
Administration Building	12		1,000,000	1,000,000				Reserves
Protective Services / Fire								
Innisfree Fire Training Storage Building	26-02	84,900						Gen Rev
Buildings Totals:		\$ 84,900	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	
Machinery and Equipment								
Protective Services / Fire								
Fire Truck Air Lift Bags	26-02	32,000						Reserves
Fire Drone Replacement	26-02			25,000				Reserves
Public Works								
Motor Grader Fleet Replacement	32	1,335,000	3,200,000		712,000	2,178,000		2026 LGFF Grant Funding/Res
Heavy Construction Fleet Replacement	32	-		780,000	400,000	600,000	500,000	Reserves
Finish Scraper Refurbishment (Unit #522)	32	170,000						Reserves
Skidsteer Replacement	32	-			100,000			Reserves
Fuel System Upgrade	32	107,048						Gen Revenue
Lavoy Hydrant Rehabilitation	32	125,735						Reserves



County of Minburn No. 27 **Capital Budget 2026 & Capital Plans 2027 to 2031** **Five Year Capital Plan**

Asset Group		Dept	Budget 2026	Future 2027	Future 2028	Future 2029	Future 2030	Future 2031	Proposed Funding Options
M&E Totals:			\$ 1,769,783	\$ 3,200,000	\$ 805,000	\$ 1,212,000	\$ 2,778,000	\$ 500,000	
Land Improvements									
Protective Services / Fire									
Mannville Fire Hall Fencing		26-02	65,000						Gen Revenue
Land Improvement Totals:			\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering Structures (Roads & Other Infrastructure)									
Minburn Sidewalk Rehabilitation		32	22,667						Reserves
2026 Construction Program		32	1,225,280	1,250,280	1,275,280	1,300,280	1,325,280	1,350,280	Other Revenue
Infrastructure Totals:			\$ 1,247,947	\$ 1,250,280	\$ 1,275,280	\$ 1,300,280	\$ 1,325,280	\$ 1,350,280	
Annual Totals:			\$ 5,908,414	\$ 6,213,280	\$ 4,747,280	\$ 5,266,280	\$ 5,905,280	\$ 2,860,280	



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Policy

Community Recognition

Policy Number: 3015-02

Supersedes Policy Number: 3015-01

Approved by Council: TBD

Next Review Date: 2029

Resolution No: TBD

Last Review Date: July 21, 2025

POLICY STATEMENT

County Council wishes to acknowledge and recognize exceptional achievements and milestones of County of Minburn Residents and Organizations.

PURPOSE

To provide general criteria regarding the recognition of County Residents, Organizations and Special Events in a professional and consistent manner.

DEFINITIONS

Appropriate Gift means an appropriate gift provided for an event or milestone, as provided for through the promotional inventory.

County means the County of Minburn No. 27.

Council means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

CAO means the Chief Administrative Officer.

Organization refers to a community group, non-profit, or society that operates within the County of Minburn No. 27, including any town or village located within the County that provides services to County Residents.

Residents means residents residing in the County of Minburn No. 27.

Wedding Anniversary refers to a 25th and 50th wedding anniversary and every 5th anniversary thereafter.

GUIDELINES

1. Any Resident or Organization wishing to receive recognition from Council will have to complete a *Community Recognition Request Form*. This form can be completed by the Resident or by a third party. To be eligible for recognition from Council the recipient of the recognition must live within the County municipal boundary.
2. Administration shall consider and work with any Resident or Organization to identify possible opportunities for forms of recognition not addressed in this policy.
3. Upon request, and provided the eligibility criteria has been met, the County will issue:
 - a) A congratulatory certificate signed by the Reeve and issued to a Resident or Organization to commemorate the following:
 - 65th Birthday and every five years thereafter
 - 25th Organization Anniversary and every five years thereafter
 - b) ~~An congratulatory certificate signed by the Reeve and~~ Appropriate Gift will be issued to Residents or Organizations to commemorate the following:
 - 100th Birthday
 - 50th Wedding Anniversary
 - 50th Organization Anniversary
 - 100th Organization Anniversary

Wherever possible the Divisional Councillor or representative of Council will make the recognition presentation in person and will be coordinated by the Office of the CAO.

Other Recognition

1. On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group or other body for some reason as Council determines if deserving of recognition. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions can be approved by the CAO at his/her discretion and be approved by Council resolution after the event.
2. Any exceptional accomplishment or achievement that is reached by a Resident or Organization of the County, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.
3. Council and/or Administration shall not recognize matters that are contrary to County policies or bylaws.
4. The CAO may authorize recognition at his/her discretion where not defined in policy.



Policy

Community Recognition

Policy Number: 3015-01

Supersedes Policy Number: New

Approved by Council: July 21, 2025

Next Review Date: 2029

Resolution No: 2025-190

Last Review Date: N/A

POLICY STATEMENT

County Council wishes to acknowledge and recognize exceptional achievements and milestones of the County of Minburn Residents and Organizations.

PURPOSE

To provide general criteria regarding the recognition of County Residents, Organizations and Special Events in a professional and consistent manner.

DEFINITIONS

Appropriate Gift means an appropriate gift provided for an event or milestone, as provided for through the promotional inventory.

County means the County of Minburn No. 27.

Council means elected officials of the County of Minburn No. 27.

CAO means the Chief Administrative Officer.

Organization refers to a community group, non-profit, or society that operates within the County of Minburn No. 27, including any town or village located within the County that provides services to County Residents.

Residents means residents residing in the County of Minburn No. 27.

Wedding Anniversary refers to a 25th and 50th wedding anniversary and every 5th anniversary thereafter.

GUIDELINES

1. Any Resident or Organization wishing to receive recognition from Council will have to complete a *Community Recognition Request Form*. This form can be completed by the resident or by a third party. To be eligible for recognition from Council the recipient of the recognition must live within the County municipal boundary.
2. Administration shall consider and work with any resident or organization to identify possible opportunities for forms of recognition not addressed in this policy.
3. Upon request, and provided the eligibility criteria has been met, the County will issue:
 - a) A congratulatory certificate signed by the Reeve and issued to a Resident or Organization to commemorate the following:
 - 65th birthdays and every five years thereafter
 - 25th Organization anniversaries and every five years thereafter
 - b) A congratulatory certificate signed by the Reeve and Appropriate Gift will be issued to Residents or Organizations to commemorate the following:
 - 100th birthdays
 - 50th wedding anniversaries
 - 50th Organization anniversary

Wherever possible the Divisional Councillor or representative of Council will make the recognition presentation in person and will be coordinated by the Office of the CAO.

Other Recognition

1. On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group or other body for some reason as Council determines if deserving of recognition. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions can be approved by the CAO at his/her discretion and be approved by Council resolution after the event.
2. Any exceptional accomplishment or achievement that is reached by a Resident or Organization of the County, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.
3. Council and/or Administration shall not recognize matters that are contrary to County policies or bylaws.
4. The CAO may authorize recognition at his/her discretion where not defined in policy.



COMMUNITY RECOGNITION REQUEST FORM

4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082
<https://www.minburncounty.ab.ca>

Upon request, the County of Minburn recognizes its residents by providing a congratulatory appropriate gift for special occasions. These requests will be processed upon receipt of the completed request form. **Requests take approximately 3-4 weeks to process.**

Special Anniversaries – 25th Wedding Anniversary and every five years thereafter
– 25th Organization Anniversary and every five years thereafter

Special Birthdays – 65th birthday and every five years thereafter

PLEASE COMPLETE IN FULL IN ORDER TO HAVE YOUR REQUEST PROCESSED

EVENT: Wedding Anniversary # _____ OR Birthday # _____

Date of Event: _____ Date of Birth or Marriage: _____

Celebrant(s) Name(s) and Address:

Date of Request: _____ Is this event a surprise? ☐ Yes ☐ No

Requested by (Name, Address & Phone Number):

Upon request, the congratulatory recognition will be presented by the Divisional Councillor where the celebrant resides/resided.

Location, Date and Time for Councillor presentation:

Other relevant information: _____

Email requests to info@minburncounty.ab.ca or mail to County of Minburn No. 27, Box 550, Vegreville, Alberta, T9C 1R6.

Collection and Use of Personal Information

Personal information is collected in accordance with Section 4 of the *Protection of Privacy Act (POPA)*. It will be used to process the request. If you have any questions about the collection and use of the information, contact 780.632.2082.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

COUNTY OF MINBURN NO. 27

BYLAW No. 1374-26

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the *Municipal Government Act* provides that every council must establish, by bylaw, a position of Chief Administrative Officer to carry out the responsibilities listed under the *Municipal Government Act*;

AND WHEREAS Section 207 of the *Municipal Government Act* prescribes a Chief Administrative Officer's responsibilities and Section 208 of the *Municipal Government Act* prescribes a Chief Administrative Officer's major administrative duties;

AND WHEREAS Section 202 of the *Municipal Government Act* provides that where the *Municipal Government Act*, another enactment, or a bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its Natural Person Powers, then the thing may be done, or the Natural Person Powers may be exercised by the Chief Administrative Officer, unless the council specifies otherwise;

AND WHEREAS Section 203 of the *Municipal Government Act* provides that a council may, by bylaw, delegate any of its powers, duties, or functions under the *Municipal Government Act* or any other enactment or a bylaw to any person, unless an enactment or bylaw provides otherwise;

AND WHEREAS the Council of the County of Minburn No.27 deems it expedient and advisable to delegate to the Chief Administrative Officer certain powers, duties, and functions;

AND WHEREAS pursuant to the provisions of the *Agricultural Pests Act*, the *Weed Control Act*, the *Soil Conservation Act*, the *Alberta Environmental Protection and Enhancement Act*, the *Forest and Prairie Protection Act* and the *Emergency Management Act*, a local authority must appoint sufficient municipal officers to carry out the provisions of those statutes; and

AND WHEREAS pursuant to the *Access to Information Act*, a council must, by bylaw, designate a person or group of persons as the head of the local public body and may set fees required to be paid for services; and

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the "**Chief Administrative Officer (CAO) Bylaw**" of the County of Minburn No. 27.

2. PURPOSE

- 2.1 The purpose of this bylaw is to establish the position of the Chief Administrative Officer of the Municipality pursuant to the *Municipal Government Act*, RSA 2000, c. M-25 or any successor legislation and to confirm the power of delegation to the Chief Administrative Officer granted, inter alia, pursuant to the *Municipal Government Act*, RSA 2000, c. M-25.

3. DEFINITIONS

- 3.1 Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the Act.
- 3.2 **Act** means the *Municipal Government Act*, RSA 2000, c M-25 as amended or any successor legislation.

- 3.3 **Chief Administrative Officer** or **CAO** means the Chief Administrative Officer of the County, or delegate.
- 3.4 **Claim** means any demand, action, or proceeding regardless of whether the legal process has commenced, where damages, compensation, or other remedy is sought.
- 3.5 **Council** means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.
- 3.6 **County** means the County of Minburn No. 27.
- 3.7 **Emergency Expenditure** means an expenditure that could not have reasonably been anticipated and must be made to address a present or imminent event that is adversely affecting, or could adversely affect, the health, safety, or welfare of people, or is or may reasonably be expected to cause damage to property or the environment.
- 3.8 **Employee** means any persons employed with the County on a permanent, non-permanent, full-time or part-time basis; including all firefighting, management and staff engaged through an employment contract.
- 3.9 **Natural Person Powers** means the capacity, rights, powers, and privileges of a natural person as limited in the Act.
- 3.10 **Reeve** means the member of Council elected or appointed by Council to serve as its chief elected official, as defined in Section 150 of the *Municipal Government Act*.

4.0 INTERPETATION

- 4.1 Any reference in this Bylaw to any provincial legislation shall include all amendments, regulations, and any successor legislation.
- 4.2 In the event that this Bylaw conflicts with any other bylaw or resolution of Council, this Bylaw shall prevail.
- 4.3 Where there are conditions specified to be met in order for the CAO to exercise their authority and those conditions are not met, the authority reverts to Council.
- 4.4 The exercise of any power, duty, or function pursuant to this Bylaw is subject to any specific Council direction.
- 4.5 If a provision in this Bylaw limits the exercise of the power to approve agreements or settlements based on term or monetary limits, or both, then:
 - a) term limits include all options, extensions, and renewals; and
 - b) monetary limits are calculated as the total amount payable by or to the County in Canadian funds, including all taxes, charges, and disbursements.

5. CHIEF ADMINISTRATIVE OFFICER

- 5.1 The position of Chief Administrative Officer (the "CAO") is established.
- 5.2 Council must by resolution appoint an individual to the position of Chief Administrative Officer.
- 5.3 The CAO's terms and conditions of employment, including remuneration, must be set out in an agreement between the CAO and the County that is satisfactory to Council and not inconsistent with any provision of the Act or this Bylaw and executed by the Reeve on behalf of the County.

- 5.4 The CAO may exercise all of the powers, duties and functions of a designated officer of the County if:
- a) no position of designated officer has been established by Council;
 - b) the position of designated officer is vacant; or
 - c) the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by Council.
- 5.5 The CAO may delegate any or all the CAO's powers, duties, or functions, including the power to further delegate those powers, duties, or functions, to an Employee.
- 5.6 Despite any delegation of authority by the CAO to an Employee, the CAO remains responsible to Council for the exercise of any power, duty, or function under the Act or any other enactment or a bylaw.
- 5.7 If the CAO is temporarily absent or otherwise unable to perform the CAO's powers, duties, or functions, the CAO may designate an Employee as the Acting CAO and when so designated, the Acting CAO will perform the CAO's powers, duties, and functions.
- 5.8 If the CAO does not designate an Acting CAO in accordance with Section 5.7 of this Bylaw, then Council may do so.
- 5.9 If a vacancy occurs in the position of CAO, then Council must by resolution appoint a person to be an interim CAO and in such case all the provisions of this Bylaw will apply equally to the interim CAO.

6.0 GENERAL POWERS, DUTIES, AND FUNCTIONS

- 6.1 The CAO has all the powers, duties, and functions of a Chief Administrative Officer under the Act or any other enactment or a bylaw.
- 6.2 Where the Council has established a policy, the CAO must not take actions contrary to that policy.
- 6.3 The CAO is granted the authority to exercise Natural Person Powers with respect to the operations and administration of the municipality where authorized by this Bylaw or by Council.
- 6.4 As the administrative head of the County, the CAO is responsible for managing the County's Employees and resources, including:
- a) establishing the structure of departments, including adding, merging, and eliminating departments, and establishing the managerial hierarchy;
 - b) approving the terms and conditions of employment for Employees;
 - c) supervising, directing, and reviewing the performance of all Employees, including hiring, firing, disciplining, terminating, demoting, and transferring all Employees;
 - d) approving policies, standards, manuals, and guidelines applicable to the operation and administration of the County and its Employees;
 - e) establishing administrative and operational plans, goals, and performance measures; and
 - f) conducting audits, investigations, and studies of the County's operations.
- 6.5 The CAO is authorized to appoint:
- a) Inspectors under the *Agricultural Pests Act*;
 - b) Inspectors under the *Weed Control Act*;
 - c) Soil Conservation Officers under the *Soil Conservation Act*;

- d) Inspectors and Investigators under the *Environmental Protection and Enhancement Act*; and
 - e) Agricultural Fieldmen under the *Agricultural Service Board Act*.
- 6.6 The CAO is authorized to grant an application for a leave of absence without pay to an Employee who wishes to be nominated as a candidate in an election to be held for the County, in accordance with Section 22 of the *Local Authorities Election Act*.
- 6.7 The CAO is authorized to execute agreements and other negotiable instruments on behalf of the County, acting alone, for administrative or operational matters within the CAO delegated authority or as otherwise authorized by bylaw or resolution of Council.
- 6.8 The CAO may direct that the signatures of the CAO, Reeve, Deputy Reeve, designated officers, or Employees with delegated signing authority be printed, lithographed, or otherwise reproduced.
- 6.9 The CAO must regularly report to Council on all matters and issues affecting the County, including progress on Council's directions, plans, policies, and strategic goals.

7.0 FINANCIAL MANAGEMENT

- 7.1 The CAO must designate the County's banking institutions as required by Section 270 of the Act.
- 7.2 The CAO is authorized to invest funds on behalf of the County as permitted by Section 250 of the Act.
- 7.3 The CAO must prepare and submit proposed capital plans and financial plans as required by Council.
- 7.4 The CAO must prepare and submit proposed annual capital and operating budgets, and interim budgets as required by Council.
- 7.5 The CAO may authorize budget adjustments between existing programs or projects within the approved operating budget, provided that the adjustment does not result in an increase to the net requirement from the tax levy.
- 7.6 The CAO may authorize and approve any necessary agreements for an Emergency Expenditure not in an approved budget that does not exceed \$250,000 from any source of funds.
- 7.7 The CAO must report on the implications of any Emergency Expenditure authorized by Section 7.6 of this Bylaw to Council as soon as practicable and in any event no later than the date the next capital budget, operating budget, or interim budget is presented to Council.
- 7.8 The CAO may not reallocate funds within an approved operating budget to create new services, programs, or projects without approval of Council.

8.0 TAXATION MATTERS

- 8.1 The CAO is authorized to set the reserve bid for each parcel of land to be offered for sale at a public auction and any conditions that apply to the sale as required by Section 419 of the Act.
- 8.2 The CAO is authorized to set a reserve bid for each designated manufactured home to be offered for sale at a public auction and any conditions that apply to the sale as required by Section 436.1 of the Act.

9.0 LEGAL MATTERS AND INSURANCE

- 9.1 The CAO is authorized to affix the corporate seal and must ensure that the corporate seal is kept safe.
- 9.2 The CAO may:
 - a) approve and register the County's intellectual property rights, including the County's heraldic emblems; and
 - b) approve the use of the County's intellectual property rights, including the County's heraldic emblems as permitted by Section 559 of the Act.
- 9.3 The CAO may approve the indemnification, legal representation, and payment of judgments, fines, or penalties on behalf of Employees and designated officers.
- 9.4 The CAO may initiate and respond to claims and proceedings and make, in the best interests of the County, all decisions regarding admissions, strategy, and procedure, before any court of law, quasi-judicial tribunal, administrative official or body.
- 9.5 The CAO may approve the settlement of:
 - a) any insured claim advanced by or against the County that does not exceed \$100,000; and
 - b) all uninsured claims by or against the Municipality where the expenditure was authorized by Council through bylaw or policy.
- 9.6 The CAO may approve agreements regarding the release and waiver from liability for claims where the County is either the releasor or the releasee.
- 9.7 The CAO may approve agreements for the purchase of the County's insurance policies.

10.0 LAND AND ROAD-RELATED MATTERS

- 10.1 The CAO is granted the authority to use their discretion to approve leases or licenses of municipal land subject to the following conditions:
 - a) the term of the lease is less than 10 years; and
 - b) the rent is calculated at fair market value.
- 10.2 The CAO is granted the authority to issue a license or permit on behalf of the County that is terminable on 30 days' notice in writing for the temporary occupation or use of a road allowance or highway or a portion of a road allowance or highway when it is not required for public use.
- 10.3 The CAO is granted the authority to use their discretion to approve agreements to acquire an interest in land for the purposes of an easement, encroachment, or right-of-way subject to the following conditions:
 - a) the funds for the purchase have been allocated in the approved capital budget;
 - b) the purchase price is not greater than \$7500 an acre; and
 - c) the purchase price is \$100,000 or less.
- 10.4 The CAO may approve license of occupation agreements for transportation utility corridors and sewer outfalls.
- 10.5 The CAO may approve crossing and proximity agreements for roads, railways, pipelines, and public utilities.
- 10.6 The CAO may approve all land-related instruments, including assignments, caveats, consents, postponements, and risk management plans for nominal value.

- 10.7 The CAO may temporarily close all or part of a road in accordance with an enactment.
- 10.8 The CAO may approve agreements to acquire land at fair market value from a consenting owner pursuant to the Expropriation Act if Council has approved commencement of the expropriation.

11.0 OTHER AGREEMENTS AND ACTIONS

- 11.1 The CAO may approve memorandums of understanding with respect to operational or administrative matters falling within the scope of the CAO's powers, duties, and functions.
- 11.2 The CAO may approve any agreement that does not pertain to an interest in land and is not otherwise dealt with in this bylaw, if:
 - a) the value of the agreement does not exceed \$100,000; and
 - b) the term of the agreement does not exceed 10 years.
- 11.3 The CAO may approve all necessary ancillary and incidental agreements, amendments, consents, certificates, or other documents reasonably required for an agreement previously approved by Council or the CAO.
- 11.4 If applications, registrations, filings, or other actions are required for the exercise of the County's powers, duties or functions, the CAO may take all such related and necessary actions.
- 11.5 The CAO may approve agreements for the procurement of goods, services, and construction:
 - a) that result from either a competitive procurement process or a non-competitive procurement process, conducted in accordance with applicable trade agreements; or
 - b) to which no trade agreement is applicable.
- 11.6 The CAO may approve the payment of grant funding from the County if:
 - a) the program, project, or activity to which the grant relates is specifically identified within the approved capital budget or operating budget; and
 - b) payment is made in accordance with the express terms or conditions, if any, directed by Council.
- 11.7 The CAO may apply, on behalf of the County, for grant funding from any source, and approve all documents and agreements required to obtain the grant funding.
- 11.8 The CAO may approve grant agreements for the provision of family and community support services as provided for in the Family and Community Support Services Regulation.
- 11.9 The CAO may consolidate any County bylaw as permitted by Section 69 of the Act.

12.0 LICENSES, PERMITS AND ENFORCEMENT

- 12.1 The CAO may issue County licenses and permits, and may suspend, cancel, reinstate, and impose conditions or restrictions on any County license or permit.
- 12.2 The CAO may issue certificates, demands, orders, notices, processes, tags, tickets, or other similar documents for the County as permitted by a bylaw or an enactment.

- 12.3 The CAO may approve and direct remedial or enforcement actions for matters within the County’s jurisdiction, including:
- a) levying or imposing penalties, interest, costs, or charges; and
 - b) adding amounts owed to the County to tax rolls, as permitted by Sections 553, 553.1 and 553.2 of the Act.

13.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

- 13.1 The CAO is designated as the head of the County for the purposes of the Access to Information Act.

14.0 GENERAL

- 14.1 Despite any other provision in this bylaw, if Council expressly approves a County project, program, or activity, and the budget for that project, program, or activity, and directs the CAO to negotiate and approve the agreement required for the approved project, program, or activity, the CAO may approve agreements in accordance with Council’s express direction.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

- 1. THAT Bylaw No. 1271-18, as amended, is repealed on the date this Bylaw comes into force.
- 2. THAT Bylaw No. 1374-26 comes into force on the date of the third reading.

First ReadingJune 15, 2026

Second Reading_____

Third Reading_____

Reeve

Chief Administrative Officer

COUNTY OF MINBURN NO. 27

BYLAW No. 1374-26

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the *Municipal Government Act* provides that every council must establish, by bylaw, a position of Chief Administrative Officer to carry out the responsibilities listed under the *Municipal Government Act*;

AND WHEREAS Section 207 of the *Municipal Government Act* prescribes a Chief Administrative Officer's responsibilities and Section 208 of the *Municipal Government Act* prescribes a Chief Administrative Officer's major administrative duties;

AND WHEREAS Section 202 of the *Municipal Government Act* provides that where the *Municipal Government Act*, another enactment, or a bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its Natural Person Powers, then the thing may be done, or the Natural Person Powers may be exercised by the Chief Administrative Officer, unless the council specifies otherwise;

AND WHEREAS Section 203 of the *Municipal Government Act* provides that a council may, by bylaw, delegate any of its powers, duties, or functions under the *Municipal Government Act* or any other enactment or a bylaw to any person, unless an enactment or bylaw provides otherwise;

AND WHEREAS the Council of the County of Minburn No.27 deems it expedient and advisable to delegate to the Chief Administrative Officer certain powers, duties, and functions;

AND WHEREAS pursuant to the provisions of the *Agricultural Pests Act*, the *Weed Control Act*, the *Soil Conservation Act*, the *Alberta Environmental Protection and Enhancement Act*, the *Forest and Prairie Protection Act* and the *Emergency Management Act*, a local authority must appoint sufficient municipal officers to carry out the provisions of those statutes; and

AND WHEREAS pursuant to the *Access to Information Act*, a council must, by bylaw, designate a person or group of persons as the head of the local public body and may set fees required to be paid for services; and

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the "**Chief Administrative Officer (CAO) Bylaw**" of the County of Minburn No. 27.

2. PURPOSE

- 2.1 The purpose of this bylaw is to establish the position of the Chief Administrative Officer of the Municipality pursuant to the *Municipal Government Act*, RSA 2000, c. M-25 or any successor legislation and to confirm the power of delegation to the Chief Administrative Officer granted, inter alia, pursuant to the *Municipal Government Act*, RSA 2000, c. M-25.

3. DEFINITIONS

- 3.1 Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the Act.
- 3.2 **Act** means the *Municipal Government Act*, RSA 2000, c M-25 as amended or any successor legislation.

- ~~3.3 **Appraised Market Value** means a report, written by an Appraisal Institute of Canada designated appraiser, of the market value of the real property as of a specified date that evaluates the real property rights, interests, or benefits involved according to accepted appraisal practices.~~
- 3.43 **Chief Administrative Officer** or **CAO** means the Chief Administrative Officer of the County, or delegate.
- 3.64 **Claim** means any demand, action, or proceeding regardless of whether the legal process has commenced, where damages, compensation, or other remedy is sought.
- 3.65 **Council** means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.
- 3.76 **County** means the County of Minburn No. 27.
- 3.87 **Emergency Expenditure** means an expenditure that could not have reasonably been anticipated and must be made to address a present or imminent event that is adversely affecting, or could adversely affect, the health, safety, or welfare of people, or is or may reasonably be expected to cause damage to property or the environment.
- 3.88 **Employee** means any persons employed with the County on a permanent, non-permanent, full-time or part-time basis; including all firefighting, management and staff engaged through an employment contract.
- 3.109 **Natural Person Powers** means the capacity, rights, powers, and privileges of a natural person as limited in the Act:
- 3.110 **Reeve** means the member of Council elected or appointed by Council to serve as its chief elected official, as defined in Section 150 of the *Municipal Government Act*.

4.0 INTERPRETATION

- 4.1 Any reference in this Bylaw to any provincial legislation shall include all amendments, regulations, and any successor legislation.
- 4.2 In the event that this Bylaw conflicts with any other bylaw or resolution of Council, this Bylaw shall prevail.
- 4.3 Where there are conditions specified to be met in order for the CAO to exercise their authority and those conditions are not met, the authority reverts to Council.
- 4.4 The exercise of any power, duty, or function pursuant to this Bylaw is subject to any specific Council direction.
- 4.5 If a provision in this Bylaw limits the exercise of the power to approve agreements or settlements based on term or monetary limits, or both, then:
- a) term limits include all options, extensions, and renewals; and
 - b) monetary limits are calculated as the total amount payable by or to the County in Canadian funds, including all taxes, charges, and disbursements.

5. CHIEF ADMINISTRATIVE OFFICER

- 5.1 The position of Chief Administrative Officer (the "CAO") is established.
- 5.2 Council must by resolution appoint an individual to the position of Chief Administrative Officer.

- 5.3 The CAO's terms and conditions of employment, including remuneration, must be set out in an agreement between the CAO and the County that is satisfactory to Council and not inconsistent with any provision of the Act or this Bylaw and executed by the Reeve on behalf of the County.
- 5.4 The CAO may exercise all of the powers, duties and functions of a designated officer of the County if:
 - a) no position of designated officer has been established by Council;
 - b) the position of designated officer is vacant; or
 - c) the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by Council.
- 5.5 The CAO may delegate any or all the CAO's powers, duties, or functions, including the power to further delegate those powers, duties, or functions, to an Employee.
- 5.6 Despite any delegation of authority by the CAO to an Employee, the CAO remains responsible to Council for the exercise of any power, duty, or function under the Act or any other enactment or a bylaw.
- 5.7 If the CAO is temporarily absent or otherwise unable to perform the CAO's powers, duties, or functions, the CAO may designate an Employee as the Acting CAO and when so designated, the Acting CAO will perform the CAO's powers, duties, and functions.
- 5.8 If the CAO does not designate an Acting CAO in accordance with Section 5.7 of this Bylaw, then Council may do so.
- 5.9 If a vacancy occurs in the position of CAO, then Council must by resolution appoint a person to be an interim CAO and in such case all the provisions of this Bylaw will apply equally to the interim CAO.

6.0 GENERAL POWERS, DUTIES, AND FUNCTIONS

- 6.1 The CAO has all the powers, duties, and functions of a Chief Administrative Officer under the Act or any other enactment or a bylaw.
- 6.2 Where the Council has established a policy, the CAO must not take actions contrary to that policy.
- ~~6.3 The CAO is granted the authority to use their discretion to further delegate any duty, power, or responsibility under this Bylaw, the Act, or any other bylaw to a designated officer or Employee of the municipality.~~
- 6.3 The CAO is granted the authority to exercise Natural Person Powers with respect to the operations and administration of the municipality where authorized by this Bylaw or by Council.
- 6.4 As the administrative head of the County, the CAO is responsible for managing the County's Employees and resources, including:
 - a) establishing the structure of departments, including adding, merging, and eliminating departments, and establishing the managerial hierarchy;
 - b) approving the terms and conditions of employment for Employees;
 - ~~c) acting on behalf of the County for the purposes of the Labour Relations Code;~~
 - d)c supervising, directing, and reviewing the performance of all Employees, including hiring, firing, disciplining, terminating, demoting, and transferring all Employees;

- ~~e~~)d approving policies, procedures, standards, manuals, and guidelines applicable to the operation and administration of the County and its Employees;
- ~~f~~)e establishing administrative and operational plans, goals, and performance measures; and
- ~~g~~)f conducting audits, investigations, and studies of the County's operations.

6.65 The CAO is authorized to appoint:

- a) Inspectors under the *Agricultural Pests Act*;
- b) Inspectors under the *Weed Control Act*;
- c) Soil Conservation Officers under the *Soil Conservation Act*;
- d) Inspectors and Investigators under the *Environmental Protection and Enhancement Act*; and
- e) Agricultural Fieldmen under the *Agricultural Service Board Act*.

6.76 The CAO is authorized to grant an application for a leave of absence without pay to an Employee who wishes to be nominated as a candidate in an election to be held for the County, in accordance with Section 22 of the *Local Authorities Election Act*.

6.87 The CAO ~~may, acting alone sign,~~ is authorized to execute agreements and other negotiable instruments on behalf of the County, acting alone, for administrative or operational matters within the CAO delegated authority or as otherwise authorized by bylaw or resolution of Council.

6.88 The CAO may direct that the signatures of the CAO, Reeve, Deputy Reeve, designated officers, or Employees with delegated signing authority be printed, lithographed, or otherwise reproduced.

6.109 The CAO must regularly report to Council on all matters and issues affecting the County, including progress on Council's directions, plans, policies, and strategic goals.

7.0 FINANCIAL MANAGEMENT

7.1 The CAO must designate the County's banking institutions as required by Section 270 of the Act.

7.2 The CAO is authorized to invest funds on behalf of the County as permitted by Section 250 of the Act.

7.3 The CAO must prepare and submit proposed capital plans and financial plans as required by Council.

7.4 The CAO must prepare and submit proposed annual capital and operating budgets, and interim budgets as required by Council

7.5 The CAO may authorize budget adjustments between existing programs or projects within the approved operating budget, provided that the adjustment does not result in an increase to the net requirement from the tax levy.

7.6 The CAO may authorize and approve any necessary agreements for an Emergency Expenditure not in an approved budget that does not exceed ~~\$500,000~~ 250,000 from any source of funds.

7.7 The CAO must report on the implications of any Emergency Expenditure authorized by Section 7.6 of this Bylaw to Council as soon as practicable and in any event no later than the date of the next ~~Council meeting~~ capital budget, operating budget, or interim budget is presented to Council.

- 7.8 The CAO may not reallocate funds within an approved operating budget to create new services, programs, or projects without approval of Council.

8.0 TAXATION MATTERS

- 8.1 The CAO is authorized to set the reserve bid for each parcel of land to be offered for sale at a public auction and any conditions that apply to the sale as required by Section 419 of the Act.
- 8.2 The CAO is authorized to set a reserve bid for each designated manufactured home to be offered for sale at a public auction and any conditions that apply to the sale as required by Section 436.1 of the Act.

9.0 LEGAL MATTERS AND INSURANCE

- 9.1 The CAO is authorized to affix the corporate seal and must ensure that the corporate seal is kept safe.

~~9.2 The CAO has the County's power of attorney for all purposes.~~

- 9.32 The CAO may:

- a) approve and register the County's intellectual property rights, including the County's heraldic emblems; and
- b) approve the use of the County's intellectual property rights, including the County's heraldic emblems as permitted by Section 559 of the Act.

- 9.43 The CAO may approve the indemnification, legal representation, and payment of judgments, fines, or penalties on behalf of Employees and designated officers.

- 9.54 The CAO may initiate and respond to claims and proceedings and make, in the best interests of the County, all decisions regarding admissions, strategy, and procedure, before any court of law, quasi-judicial tribunal, administrative official or body.

- 9.65 The CAO may approve the settlement of:

- a) any insured claim advanced by or against the County; ~~and that does not exceed \$100,000; and~~
- b) all uninsured claims by or against the Municipality where the expenditure was authorized by Council through bylaw or policy.

- 9.76 The CAO may approve agreements regarding the release and waiver from liability for claims where the County is either the releasor or the releasee.

- 9.87 The CAO may approve agreements for the purchase of the County's insurance policies.

~~9.9 The CAO may establish the types and forms of security that will be accepted by the County, including the amounts of security required, and may approve agreements relating to any contract or commercial surety bonds required by or purchased for the County.~~

10.0 LAND AND ROAD-RELATED MATTERS

- ~~10.1 The CAO is granted the authority to use their discretion to approve agreements to acquire a fee simple interest in land, subject to the following conditions:~~

- ~~a) the funds for the purchase have been allocated in the approved capital budget; and~~

~~b) the purchase price is not greater than 10% above Appraised Market Value.~~

- 10.1 The CAO is granted the authority to use their discretion to approve leases of municipal land subject to the following conditions:
- a) the term of the lease is less than 10 years; and
 - b) the rent is calculated at fair market value.

10.2 The CAO is granted the authority to issue a license or permit on behalf of the County that is terminable on 30 days' notice in writing for the temporary occupation or use of a road allowance or highway or a portion of a road allowance or highway when it is not required for public use.

- 10.3 The CAO is granted the authority to use their discretion to approve agreements to acquire an interest in land for the purposes of an easement, encroachment, or right-of-way subject to the following conditions:

- a) the funds for the purchase have been allocated in the approved capital budget;
- b) the purchase price is not greater than ~~25% above Appraised Market Value of the interest in the land~~ \$7500 an acre; and
- c) the purchase price is \$100,000 or less.

- 10.4 The CAO may approve license of occupation agreements for transportation utility corridors and sewer outfalls.

- 10.5 The CAO may approve crossing and proximity agreements for roads, railways, pipelines, and public utilities.

- 10.6 The CAO may approve all land-related instruments, including assignments, caveats, consents, postponements, and risk management plans for nominal value.

- 10.7 The CAO may temporarily close all or part of a road in accordance with an enactment.

- 10.8 The CAO may approve agreements to acquire land at fair market value from a consenting owner pursuant to the Expropriation Act if Council has approved commencement of the expropriation.

11.0 OTHER AGREEMENTS AND ACTIONS

- 11.1 The CAO may approve memorandums of understanding with respect to operational or administrative matters falling within the scope of the CAO's powers, duties, and functions.

- 11.2 The CAO may approve any agreement that does not pertain to an interest in land and is not otherwise dealt with in this bylaw, if:

- a) the value of the agreement does not exceed \$100,000; and
- b) the term of the agreement does not exceed 10 years.

- 11.3 The CAO may approve all necessary ancillary and incidental agreements, amendments, consents, certificates, or other documents reasonably required for an agreement previously approved by Council or the CAO.

- 11.4 If applications, registrations, filings, or other actions are required for the exercise of the County's powers, duties or functions, the CAO may take all such related and necessary actions.

- 11.5 In accordance with the procurement policy and the approved budget, the CAO may approve agreements for the procurement of goods, services, and construction:

- a) that result from either a competitive procurement process or a non-competitive procurement process, conducted in accordance with applicable trade agreements; or
- b) to which no trade agreement is applicable.

11.6 The CAO may approve the payment of grant funding from the County if:

- a) the program, project, or activity to which the grant relates is specifically identified within the approved capital budget or operating budget; and
- b) payment is made in accordance with the express terms or conditions, if any, directed by Council.

11.7 The CAO may apply, on behalf of the County, for grant funding from any source, and approve all documents and agreements required to obtain the grant funding.

11.8 The CAO may approve grant agreements for the provision of family and community support services as provided for in the Family and Community Support Services Regulation.

11.9 The CAO may consolidate any County bylaw as permitted by Section 69 of the Act.

12.0 LICENSES, PERMITS AND ENFORCEMENT

12.1 The CAO may issue County licences and permits, and may suspend, cancel, reinstate, and impose conditions or restrictions on any County licence or permit.

12.2 The CAO may issue certificates, demands, orders, notices, processes, tags, tickets, or other similar documents for the County as permitted by a bylaw or an enactment.

- 12.3 The CAO may approve and direct remedial or enforcement actions for matters within the County’s jurisdiction, including:
- a) levying or imposing penalties, interest, costs, or charges; and
 - b) adding amounts owed to the County to tax rolls, as permitted by Sections 553, 553.1 and 553.2 of the Act.

13.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

13.1 The CAO is designated as the head of the County for the purposes of the Access to Information Act.

14.0 GENERAL

14.1 Despite any other provision in this bylaw, if Council expressly approves a County project, program, or activity, and the budget for that project, program, or activity, and directs the CAO to negotiate and approve the agreement required for the approved project, program, or activity, the CAO may approve agreements in accordance with Council’s express direction.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT Bylaw No. 1271-18, as amended, is repealed on the date this Bylaw comes into force.
2. THAT Bylaw No. 1374-26 comes into force on the date of the third reading.

First ReadingJune 15, 2026

Second Reading_____

Third Reading_____

Reeve

Chief Administrative Officer

COUNTY OF MINBURN NO. 27

BYLAW No. 1271-18

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

THE COUNCIL OF THE COUNTY OF MINBURN NO. 27 ENACTS AS FOLLOWS:

1. PURPOSE

The purpose of this Bylaw is to establish the position of Chief Administrative Officer of the municipality.

2. DEFINITIONS

2.1 "Chief Administrative Officer" means the Chief Administrative Officer for the municipality and whatsoever subsequent title may be conferred on that officer by Council or statute.

2.2 "Council" shall mean the Council of the County of Minburn No. 27.

2.3 "Municipality" shall mean the County of Minburn No. 27.

3. CHIEF ADMINISTRATIVE OFFICER

3.1 Council hereby establishes the position of Chief Administrative Officer and the individual appointed to that position will have the title "Chief Administrative Officer".

3.2 Council will by resolution appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the Chief Administrative Officer's employment.

3.3 The Chief Administrative Officer is authorized to further delegate, and to authorize further delegation of any matter delegated to the Chief Administrative Officer by Council under this Bylaw, to any employee of the municipality.

3.4 In addition to the powers, duties and functions given to the Chief Administrative Officer under the *Municipal Government Act*, or any other act, the Chief Administrative Officer will:

(a) establish policy and procedures for hiring all employees of the municipality to carry out the powers, duties and functions delegated to those employees;

(b) ensure the policies and programs of the municipality are implemented;

(c) advise and inform Council in the operations and affairs of the municipality;

(d) supervise, direct, hire, fire, discipline, terminate, demote transfer and direct all employees of the municipality.

(e) direct, supervise and review the proponents of all departments of the municipality;

(f) prepare and submit to the Budget Committee of Council estimates of revenue and expenditures and capital programs annually or as required by Council;

(g) monitor and control municipal spending within the budgets established by Council;

(h) advise Council and make recommendations about the financial condition of the municipality and the policies and

programs as may be necessary or desirable to carry out the powers, duties and functions of the municipality;

- (i) attend all meetings of Council and Committees of Council and meetings of such boards, authorities and other bodies as required by Council;
- (j) prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees;
- (k) appoint an Acting Chief Administrative Officer to act during absences of the Chief Administrative Officer which has all the powers, duties and functions of a Designated Officer as required under the *Municipal Government Act* or any other act;
- (l) ensure all minutes of Council meetings are recorded in the English language, without note or comment;
- (m) ensure the names of the Councillors present at Council meetings are recorded;
- (n) ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- (o) ensure the Bylaws and Minutes of Council meetings and all other records and documents of the municipality are kept safe;
- (p) ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begin;
- (q) ensure the corporate seal, if any, is kept in the custody of the Chief Administrative Officer;
- (r) ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- (s) ensure all money belonging to or held by the municipality is deposited at a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- (t) ensure the accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid;
- (u) ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
- (v) ensure the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- (w) ensure money invested by the municipality is invested in accordance with Section 250 of the *Municipal Government Act*;
- (x) ensure assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the *Municipal Government Act* are prepared;
- (y) ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*;
- (z) to act as the Clerk of the Assessment Review Board having jurisdiction in the municipality in accordance with Section 456 of the *Municipal Government Act*;

- (aa) to review all requests of any person to obtain information in possession of the municipality and to provide such information in accordance with the *Municipal Government Act*;
- (bb) authorize the entering into of contracts and/or the expenditure of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise;
- (cc) ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- (dd) conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*;
- (ee) ensure the sufficiency of all petitions to Council be determined as set out in the Act;
- (ff) accept services of all notices and documents on behalf of the municipality;
- (gg) provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the *Municipal Government Act*;
- (hh) ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meeting;
- (ii) ensure that Bylaws are signed in conjunction with the Chief Elected Official;
- (jj) ensure that Bylaws of the municipality are consolidated as authorized by Council;
- (kk) authorize a temporary closure of whole or part of any road at any time that a construction or maintenance project on or adjacent to the road may create a hazard;
- (ll) exercise such other powers, duties and functions as may be required by Council from time to time.

4. **ACCOUNTABILITY**

- 4.1 The Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions.

5. **EFFECTIVE DATE**

- 5.1 The effective date of this Bylaw is the commencement date of employment of the Chief Administrative Officer.

READ a first time the 21 day of September, 2018

READ a second time the 21 day of September, 2018

READ a third time the 21 day of September, 2018

Reeve

County Manager

COUNTY OF MINBURN NO. 27

BYLAW NO. 1299-20

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1271-18 THAT ESTABLISHES THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

AND WHEREAS the Council of the County of Minburn No. 27 wishes to amend Bylaw No. 1271-18 that establishes the position of Chief Administrative Officer.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, pursuant to the terms of the *Municipal Government Act*, hereby enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the **"Bylaw to Amend the Chief Administrative Officer Bylaw"** of the County of Minburn No. 27.

2. AMENDMENT

- 2.1 Bylaw No. 1271-18 is amended as follows:
- 2.11 Delete 3.4 (jj) under Chief Administrative Officer.
- 2.12 Add "the Chief Administrative Officer is authorized to consolidate any County bylaw by incorporating all amendments to it into one bylaw and omitting any provision that has been repealed or that has expired" under Item 3. Chief Administrative Officer.

3. Bylaw No. 1299-20 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the 20th day of January 2020.

FIRST READING..... January 20, 2020

SECOND READING..... January 20, 2020

THIRD READING January 20, 2020

Reeve

Chief Administrative Officer



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

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For Presentation at _____ **Council Meeting**

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For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



Office of the CAO Report

For Presentation at: June 15, 2026 Council Meeting

From Date: May 9, 2026

To Date: June 12, 2026

Internal Meetings:

- Committee of the Whole – June 10
- Special Council Meeting - June 10

External Meetings:

- Division 7 residents – May 20
- Alberta Municipalities – May 22
- Crisis Response Leadership – May 25

Education and Professional Development:

- SLGM Conference – May 11 to 15
- FCM – June 3 to June 7

Senior Leadership Team Support:

- Council and Committee meeting packages
- Occupational Health and Safety Program
- CAO Bylaw
- Privacy Management Program development
- Strategic Planning Summer Session Prep
- Strategic Planning Community Survey
- Corporate Document Management Programs Research
- Council Renumeration Policy research
- Website Review
- RMA District 5 Fall Meeting Prep



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: June 15, 2026, County Council meeting

From Date: May 14, 2026

To Date: June 12, 2026

Fleet purchases/Maintenance:

- As approved in the 2026 capital budget, we have received the delivery of the two Ford F250s. Both vehicles are currently being prepped for service, after which units 202 and 204 will be sold by tender.

Public Works Update:

- Maintenance crews continue road maintenance operations. Rainfall, combined with ongoing hauling activity, has presented challenges in maintaining road conditions and addressing soft spots. Crews are actively grading and repairing affected areas as weather and road conditions permit. While progress is being made, some roads remain in poor condition, and administration continues to monitor and respond to changing conditions as required.
- Construction continues on Range Road 155, south of Twp 522 in Division 6.
- Traffic counting has started with a two-week rotation of selected sites.
- Stripping operations have started at the Coulters gravel pit. Once stripping activities and construction of the storage pad are completed, crushing operations will begin. Administration will continue to provide updates as the project advances.
- Seasonal crews continue patching on all Hwy 16As and oiled roads.
- The MG30 dust abatement program is underway. Residential dust abatement applications have been completed, and crews are now focusing on County Road maintenance applications.
- The gravelling program started on May 19 from the Bykowski Pit located on Range Road 95 in Division 3. The gravel program is currently focused on Division 1 roads and will be followed by work in Division 3 as the program progresses.

Contracted Services:

- The Bridge Maintenance Tender closed on June 8th, with results being brought to Council for approval on June 15th.
- The Parks and Recreation Contractor has been mowing the hamlets, Wapasu Park, and Highway 16 sign locations.

Hamlets:

- For the second time, administration applied for and received a Temporary Diversion License to lower water levels in the Lavoy dugout, which filled as a result of significant rainfall received at the end of May 2026. Pumping operations have since been completed.

Waste Management:

- Administration has signed a 2-year extension to the contract with Lusso's Auto Leather for the day-to-day operations of the Mannville Waste Transfer Station. The contract allows for an additional two-year extension by mutual agreement.

Recreation:

- Maintenance activities have been completed at Wapasu Trails and Conservancy Park, including deadfall removal, mowing of trail areas, and rototilling of the beach and playground areas in preparation for the summer season.

Utilities

- The Lavoy treated water reservoir has been cleaned by Aquatech Diving and Marine Services. The video inspection results are currently being reviewed by MPE Engineering, and administration will provide an update to Council once the assessment findings have been received and evaluated.

Agricultural Services Update:

- Crews continue to respond to significant water movement throughout the County, including drainage concerns, plugged culverts, and beaver-related issues. Temporary repairs have been completed where required, with permanent culvert replacements and drainage improvements planned later this summer based on priority and available resources.
- The following are updates to the Strychnine program. The projected date for product arrival is now mid-June according to AGI (AB Agriculture and Irrigation) and Agromax, the Canadian Distributor. There are currently 46 producers on our waiting list.
- Seasonal monitoring programs are underway, with no Diamondback Moth activity detected to date. Bertha Armyworm monitoring traps will be installed during the week of July 13.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborozny

For Presentation at: June 15, 2026 Council Meeting

From Date: May 4, 2026

To Date: June 10, 2026

Planning Update:

- Issued development permits:
 - Attached garage (NE 11-49-11-4)
 - Personal storage building (Pt. NW 7-52-14-4)
 - Farm storage building (South ½ NE 8-51-11-4)
- Advertised the sale of 3 County lots in Lavoy, Ranfurly, and Minburn
- ATCO Electric's 7L65 Rebuild Project remains approximately 90% complete, with construction delays affecting 3 structures located in muskeg. As a result, the remaining 10% of conductor installation is pending. To maintain service reliability, ATCO plans to implement a temporary bypass utilizing the existing in-service 7L65 transmission line while a long-term solution for the outstanding structures is developed. Construction of the bypass is scheduled for July–August 2026, with an in-service date targeted for August 31, 2026. Completion of the remaining conductor stringing is anticipated in Q1 2027.
- Orphan Well Association is conducting several abandonments to Sequoia Resources Corp. lease sites.
- Received complaints: installation of pole in road allowance (Minburn), unsightly properties in Brookwood Estates, traffic complaints, unauthorized developments
 - Filed injunction order with the Courts for Stop Order file in Minburn – June 18 court date
 - Encampment cleaned up at the Rotary Peace Park
 - Currently have 5 open complaint files and 15 closed files for 2026 (19 total complaints in 2025).

Subdivision Update:

- Accepted application: file #08-2026
- Completed inspection: file #07-2026
- Endorsed: file #01-2026, 02-2026

Economic Development Update:

- Met with a developer regarding development plans in Lavoy
- Crossroads Welcome Package is complete; business directory is published on the website.
- Crossroads Committee is currently undergoing contractor procurement for the 2026-2027 project: Regional Investment Readiness.

Community Services:

- Sent out community and recreation grant funding letters/applications
- Sold 1 plot at Lavoy Cemetery
- Minburn Cemetery Management agreement signed – operating grants going out in June
- Provided in-kind donation to Vegreville Wildlife Foundation on their 13th annual 3D archery fun shoot event scheduled for June 13 and 14.
- Seniors' Week Proclamation – June 1
- Farmer's Week Proclamation – June 12

Attachments:

- RFD – Vegreville Hutterite Colony Special Crossing Request
- RFD – Use of County Property for Public Event
- RFD – Subdivision File #07-2026
- RFD – Volunteer Appreciation BBQ Funding Request



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborzny

For Presentation at: June Council Meeting

From Date: May 6th, 2026

To Date: June 11, 2026

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Fire	May 7	52020 RR 110 Grass fire that consumed a few small outbuildings. 3 FT 10 POC members attended	Innisfree/Mannville/Vegreville
Fire	May 7	Hwy 619 Hwy 881 3 POC members attended	Mannville/Irma
Fire	May 8	Small grass fire 53006 RR114. 1 FT 4 POC members attended.	Innisfree
Medical	May 9	County medical. 1 FT 3 POC members attended	Innisfree
Fire	May 10	Grass Fire Hwy 16 RR 130. 1 FT 2 POC members attended	Innisfree/Vegreville
Fire	May 10	Grass fire Hwy 16 Twp 503. 1 FT 4 POC members attended	Innisfree/Mannville
Fire	May 10	Grass Fire Hwy 16 Twp 503 relight from previous fire. 1 FT 2 POC members attended	Innisfree
Fire	May 11	Small grass fire into a garbage pile. 4 FT members 7 POC attended	Innisfree/Mannville
Fire	May 12	Small grass fire owner had contained	Vegreville
Fire	May 14	Structure fire. Multiple small outbuildings extinguished by owner upon arrival. 4 POC members attended	Mannville

Fire	May 15	Grass fire 53013 RR 115. Wrong location given for dispatch. Long response time as units came from Mannville instead of Innisfree. 6 POCs members attended	Mannville
Fire	May 16	Grass fire. Mutual aid with Vegreville. 1 POC attended	Innisfree
Medical	May 18	Village medical 4 POC attended	Mannville
Medical	May 19	County medical	Vegreville
MVC	May 22	Twp 533 RR 145 SUV vs Semi	Vegreville
False Alarm	May 22	Senior's Manor false alarm. 5 POC attended	Mannville
Fire	May 23	Hwy 16 RR 124 slow moving grass fire. 1 FT 1 POC attended	Innisfree
Fire	May 23	Twp 514 RR 114 railroad tie fire. 1 FT 1 POC member attended	Innisfree
Medical	May 26	Village medical in Mannville **Long response time no responders in Mannville** 2 POC from Innisfree attended. FT crew was doing encampment removal in Vegreville	Innisfree
Fire	May 26	Grass Fire. 2 FT 3 POC members attended	Innisfree/Vegreville
Fire	May 29	Vehicle Fire Hwy 16 Twp 503. 2 FT 3 POC attended	Innisfree
Medical	May 31	Village medical. 5 POC attended	Mannville
Medical	June 2	County medical 1 FT 2 POC members attended	Innisfree
Medical	June 3	County medical. 3 POC members attended	Mannville
Fire	Jun 5	Vehicle Fire Hwy 16 RR 82. 1 FT 3 POC members attended	Mannville
Fire	June 6	Structure Fire 4808 53 street Innisfree. 2 POC members attended	Innisfree
MVC	June 7	Hwy 16 TWP 504 Vehicle vs deer. 1 Ft 2 POC members attended.	Innisfree
MVC	June 10	Hwy 16 RR 110 Semi rollover. Mannville was	Innisfree

		requested for aid but had no members available.	
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- Total Fire Responses:
 - Mannville – 11
 - Innisfree – 16
 - Vegreville – 6
- Currently issuing burn permits till June 30, 2026.
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 2 FT Seasonal Firefighter, 29 paid on call firefighters (12 Innisfree Station 17 Mannville station) 1 member on medical leave. POC staffing is still a struggle, it is being supplemented by FT staff working overtime hours.
- Participated in MMI FCSS "It Can't Happen To Me" presentation.
- 2 calls this month that Mannville was unable to staff a truck with POC members. 1 in town medical (coverage came from Innisfree, 1 mutual aid request for an MVC).
- Unit 912 has failed its pump test, and needs packing replaced on pump. Must be done in pump shop will be sent in 4th quarter of 2026.
- Conducted fire code inspections at Mannville School, Mannville Daycare.
- Removed encampment at the Peace Park.
- Busiest May in 5 years for MCFD.

Emergency Management Update:

- Partnership reviewed the submissions for the EM Exercise.

OH&S Update:

- Nothing to report.

Bylaw Enforcement:

- Public Safety Officer completed 7 inspections for LUB complaints.

RCMP Liaison :

- Nothing to report.



ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by: _____

For Presentation at: _____ **Council Meeting**

From Date: _____ **To Date:** _____

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2026 Statement of Financial Position
As At May 31, 2026

FINANCIAL ASSETS	May/2026	Apr/2026	Dec/2025
Cash & Temporary Investments	23,351,195	24,140,967	32,113,622
Receivables			
Taxes & Grants in Place of Taxes Receivable	22,842,442	248,459	283,210
Due From Governments	56,167	232,225	229,881
Trade & Other Receivables	325,326	329,466	920,524
Long Term Receivables	0	0	130,623
Land Held for Resale	243,009	243,009	243,009
Total Financial Assets:	46,818,140	\$ 25,194,126	\$ 33,920,868
LIABILITIES	May/2026	Apr/2026	Dec/2025
Accounts Payable & Accrued Liabilities	5,284,580	5,193,350	8,964,520
Asset Retirement Obligation	3,903,799	3,903,799	3,903,799
Deposit Liabilities	-	-	-
Deferred Revenue	554,603	554,602	471,226
Employee Benefit Obligations	313,403	314,403	317,522
Total Liabilities:	10,056,386	\$ 9,966,154	\$ 13,657,067
Net Financial Assets:	36,761,754	\$ 15,227,972	\$ 20,263,801
NON-FINANCIAL ASSETS	May/2026	Apr/2026	Dec/2025
Tangible Capital Assets	39,498,838	39,498,838	39,498,838
Inventory for Consumption	20,879,037	20,963,143	20,879,389
Prepaid Expenses	1,990	989	286,194
Total Non-Financial Assets:	60,379,865	\$ 60,462,970	\$ 60,664,421
ACCUMULATED SURPLUS:	\$ 97,141,620	\$ 75,690,942	\$ 80,928,222
Difference:	\$ 16,213,397	-\$ 5,237,280	



County of Minburn No. 27

2026 Revenue & Expenditure Report

For Month Ending May 31, 2026

REVENUE	2026 Current Month	2026 Year-To-Date	2026 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	22,830,215	21,879,418	19,527,817	112.0%	111.9%
User Fees & Sale of Goods	18,909	126,220	346,510	36.4%	34.0%
Government Transfers	1,361	23,171	1,964,810	1.2%	1.4%
Investment Income	45,255	33,010	620,000	5.3%	0.4%
Penalties & Costs on Taxes	5,926	123,110	138,850	88.7%	60.8%
Gain on Disposal of Tangible Assets	320,000	303,400	-	N/A	1736.4%
Other	10,399	65,813	193,000	34.1%	16.9%
Totals:	\$ 23,232,065	\$ 22,554,142	\$ 22,790,987	99.0%	87.2%

EXPENDITURES	2026 Current Month	2026 Year-To-Date	2026 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	214,528	1,145,464	3,044,480	37.6%	18.3%
Fire Protection & Safety Services	88,005	422,580	2,461,509	17.2%	35.1%
Emergency Dispatch Services	-	-	17,000	0.0%	128.9%
Policing Services	-	72,519	303,000	23.9%	93.7%
Bylaw Enforcement, Health & Safety	5,318	31,014	102,100	30.4%	38.7%
Roads, Streets, Walks, Lights	1,383,421	3,987,633	19,368,183	20.6%	23.0%
Water Supply & Distribution	10,865	44,137	279,098	15.8%	24.5%
Wastewater Treatment & Disposal	4,495	18,722	105,561	17.7%	21.3%
Waste Management	15,285	131,543	350,047	37.6%	39.2%
Family & Community Support Services	-	87,337	174,671	50.0%	50.0%
Cemeteries	1,947	13,972	41,934	33.3%	10.6%
Planning & Economic Services	23,706	212,124	465,750	45.5%	34.8%
Agricultural Services Board	31,553	120,025	609,487	19.7%	18.8%
Recreation & Library Services	2,266	53,675	880,197	6.1%	6.1%
Totals:	\$ 1,781,388	\$ 6,340,745	\$ 28,203,017	22.5%	23.3%

Difference:

\$ 16,213,397

COUNTY OF MINBURN NO. 27
2026 Monthly Progress Report - At May 31, 2026
~Final~

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Front Step Admin Building						\$ 36,000		Currently working on pricing and plans.
Admin Bldg. Mechanical & Electrical Study						\$ 52,500	\$ 18,324	Project complete, Report with cost estimates received and accepted. Awaiting direction from Council on process to proceed.
Financial ERP System Replacement						\$ 200,000	\$ 240,647	User acceptance testing underway, "Go Live" set for June 2026
Automated Development Permitting						\$ 12,500	\$ 12,500	Currently in testing phase.
Crossroads Economic Development Alliance						\$ 200,000		Town of Vegreville (managing partner) was successful in NRED grant in the amount of \$200,000. County's contribution is \$48,171.65. Tender closed May 31.
Crossroads Capacity Building Projects						\$ 60,000	\$ 60,000	Work complete
Communications Project/Dev. Package						\$ 100,000	\$ 100,000	Both projects complete
Cemetery Signage for 3 Cemeteries						\$ 5,000		Signs have been ordered.
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Mannville Fire Hall Fencing						\$ 65,000		Project awarded to Southridge
Innisfree Fire Training Storage Building						\$ 84,900		Offer not accepted, on hold
New Fire Truck - Unit #910 Replacement						\$ 275,000		Tender awarded to Fort Gary
New Rapid Response - Unit #915 Replace						\$ 165,000	\$ 147,284	Unit complete and in service
Mannville Fire Thermal Camera						\$ 9,000	\$ 6,725	Purchase completed
Fire Truck Air Lift Bags						\$ 32,000		
Vegreville Fire Truck						\$ 80,000	\$ 80,000	Paid January 30, 2026.
Motor Scraper - Refurbishment						\$ 679,951	\$ 679,951	Completed and the machine Delivered to yard
Fleet Truck Replacement						\$ 128,625	\$ 124,650	All fleet trucks received and being put into service.
Minburn Sidewalk Rehabilitation						\$ 22,667		Contractor awarded to Northwind construction to be completed summer 2036
2026 CAT 160 Motor Graders (2)						\$ 1,335,000	\$ 1,335,000	Both graders delivered and put into service.
Fuel System Upgrade						\$ 107,048		Final quotes being reviewed, results will be brought to Council in June.
Lavoy Hydrant Rehabilitation						\$ 125,735		Nikiforruk construction working on the hydrant repairs and rehabilitation
2026 Crushing Program - Coulter Pit						\$ 3,000,000		Paragon crushing stripping and prepping site.
Bridges (TCA BF1762)						\$ 413,722	\$ 18,250	Project approved with CORE Energy
Bridges (TCA BF1195)						\$ 330,347		Project approved with CORE Energy
Bridges (TCA BF72570)						\$ 523,000	\$ 41,235	Approved with Plains Construction
Bridges (MTCE 5qty)						\$ 1,021,703	\$ 12,995	Tender prep underway, results expected at the June Council meeting.
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%	Comments		
Road Construction								
Gravel Haul Program								
Oiling Projects								
Dust Controls								
Roadside Mowing								
Roadside Brushing								



Innisfree Charter School Society

innisfreeschool@gmail.com

5 May, 2026

We are writing on behalf of Innisfree Charter School Board Society to respectfully request your support for an important educational initiative in our community-the development of a charter school. This school will be dedicated to providing students with a high-quality, innovative, and student focused learning environment close to home.

Our vision for this charter school is to create a learning community where students build sustainable futures through agriculture, environmental stewardship, and community engagement. Rooted in hands-on, experiential learning, the school will connect academic study with practical skill development and vocational pathways in agriculture, trades, and entrepreneurship. By fostering community connections we aim to prepare students to thrive in post-secondary education, meaningful careers, and active participation in rural life.

As our community continues to grow and educational needs evolve, we recognize the importance of offering families meaningful educational choices. This charter school will provide students with unique learning opportunities while supporting local families and strengthening our rural community.

To help make this vision a reality we are seeking support in the form of financial, facility support, classroom sponsorships, directed donations to an agriculture yard, equipment donations, letters of endorsement or community partnerships. Your support would directly contribute to creating safe and engaging learning spaces, providing educational resources and equipment, supporting student programming and extracurricular opportunities, and building a sustainable educational option for families in our region.

Your partnership would make a lasting impact on the lives of students and families in our community. We would be grateful for the opportunity to discuss this initiative further and explore ways we can work together.

Thank you for your time, consideration, and commitment to supporting education and community growth. We sincerely appreciate your consideration.

Sincerely,

Innisfree Charter School Society

Audra Kropielnicki

Subject: FW: Volunteer Appreciation BBQ Invitation
Attachments: Volunteer Appreciation BBQ.png

From: Elizabeth Koehler-Lenko <ekoehlerlenko@vegreville.com>

Sent: Tuesday, May 19, 2026 2:33 PM

Subject: Volunteer Appreciation BBQ Invitation

Hello,

The Volunteer Appreciation Committee would like to warmly invite your organization and volunteers to join us for our **Volunteer Appreciation BBQ on June 18, 2026 from 3:00 pm to 7:00 pm at the Vegreville Centennial Library grounds.**

This event was created as an opportunity to recognize and celebrate the people who continue to give their time, energy, compassion, and care to strengthen our community in countless ways. Volunteers are the people who keep programs running, services moving, events happening, organizations growing, and neighbours supported, often while asking for very little in return and rarely seeking recognition for the impact they make every single day.

In rural communities especially, volunteerism is part of the foundation that keeps communities connected and welcoming. It is seen in the people who coach teams after work, organize community events, sit on boards, support local organizations, deliver meals, mentor youth, help seniors, shovel a neighbour's driveway, or simply step forward whenever help is needed. Those acts of kindness and service create a stronger community for everyone and help make this region a place where people feel supported, included, and cared for. We know that many volunteers give their time quietly and consistently behind the scenes, which is exactly why opportunities to recognize and appreciate those efforts matter so deeply. This evening is intended to give volunteers a chance to relax, connect, laugh, enjoy a meal, and truly feel the gratitude this community has for everything they contribute throughout the year.

Food will be served from 4:30 pm to 6:30 pm, with entertainment, activities, games, and a photo booth available throughout the evening to help create a fun and welcoming atmosphere for everyone attending.

We encourage agencies and non-profits to share this invitation with volunteers, board members, and anyone who contributes their time to supporting your organization because every contribution, whether large or small, plays a role in strengthening our community and deserves to be recognized.

Thank you for the work your organization does and for the volunteers who continue to make that work possible through their generosity, commitment, and willingness to show up for others.

We sincerely hope you and your volunteers will join us for this celebration.

Sincerely,
Elizabeth Koehler-Lenko, Community Development Facilitator FCSS

On behalf of the 2026 Volunteer Appreciation Committee



ELIZABETH KOEHLER

Community Development Facilitator

Town of Vegreville

4829 50 Street | PO Box 640

Vegreville, Alberta

T9C 1R7

Tel: 780.632.3966

Email: ekoehlerlenko@vegreville.com

www.vegreville.com

People our core, innovation our strength, community our intention.



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VEGMIN
Learning Society



Volunteer Appreciation BBQ

June 18, 2026

Games & Entertainment from 3:00 – 7:00 pm

Food served from 4:30 - 6:30 pm

Vegreville Centennial Library Grounds

Volunteers and community members are invited to enjoy food, connection, and appreciation as we recognize those who make programs, services, and events possible.





ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR122352

May 22, 2026

Mr. Roger Konieczny
Reeve
County of Minburn
PO Box 550
4909 - 50 Street
Vegreville AB T9C 1R6

Dear Reeve Konieczny:

Thank you for your application to the 2025/26 Provincial Education Requisition Credit (PERC) program. The Government of Alberta recognizes the continued financial pressures municipalities face when education property taxes on oil and gas properties remain unpaid. We remain committed to supporting municipalities by helping offset the impact of these uncollectable amounts through the PERC program.

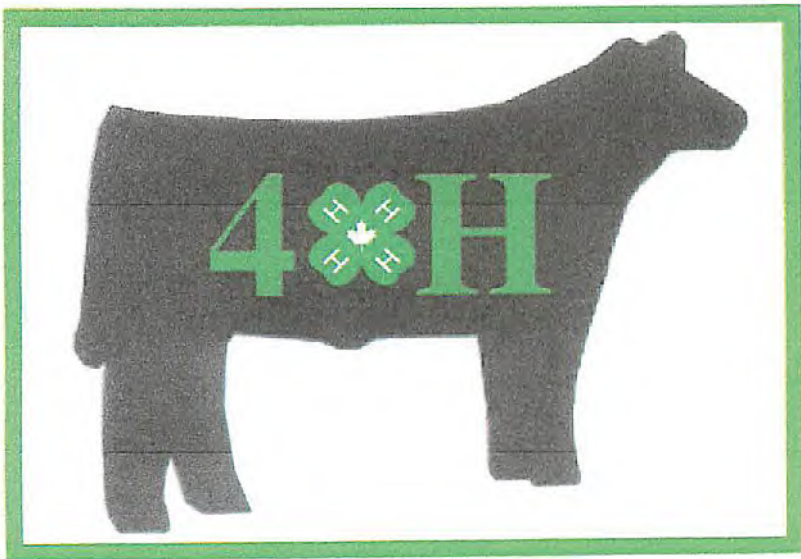
I am pleased to confirm that your application has been approved. A credit in the amount of \$44,573 will be applied to your Alberta School Foundation Fund (ASFF) requisition invoice in June 2026.

The Government of Alberta continues to work collaboratively with municipalities, industry, and other partners to strengthen accountability and improve the collection of property taxes in the oil and gas sector. We appreciate your ongoing efforts and partnership in addressing this issue and supporting the delivery of essential services in your community.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Demetrios Nicolaides, Minister of Education and Childcare
Honourable Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville
Pat Podoborzny, Chief Administrative Officer, County of Minburn



Vegreville 4-H Beef Club



CANADA
4-H Alberta

Proud Supporter

2025-2026



Will Sterling
Weston Sydney
Chase Forsyth

Emma Maia
Luke Porter
Madison Maverick
Nate
Masch Logan B Casey
Riley W Kinley
Brady Karly

Paiten Elena Kardee
Beau Avery P
LADAN Jackson Ella
Avery Z Corbin Z

Zander
Brielle
**Thank you for
supporting the
Vegreville 4-H Beef
Club**
Teagay
Cooper

Charlie

Hazel



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR122196

June 4, 2026

Reeve Roger Konieczny
County of Minburn No. 27
4909 - 50 Street
Vegreville AB T9C 1R6

Dear Reeve Konieczny:

Thank you for meeting with me and my team during the Rural Municipalities of Alberta Spring 2026 Convention. The leadership of municipal officials like you and your council is essential to the well-being of communities across Alberta, and feedback from local governments remains an important part of informing our work.

I appreciated our discussion on municipal viability, including the value of earlier engagement with small villages and concerns related to infrastructure transfer risks. I also appreciated your ideas on capacity-building opportunities such as a chief administrative officer apprenticeship or mentorship model and your interest in transition models that include shared governance or administrative arrangements.

As you are aware, the Premier's mandate letter directed me to ensure Albertans are served by strong, viable communities, and I appreciated hearing your perspectives on municipal viability. As my ministry undertakes work to examine this important issue, we will primarily engage municipal perspectives through the municipal associations, but welcome any further information or feedback you may want to share via email at ma.engagement@gov.ab.ca.

It was a pleasure connecting with you and members of your council. I look forward to our ongoing work to support rural communities and address the priorities most important to your municipality.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Pat Podoborzny, Chief Administrative Officer, County of Minburn No. 27

Audra Kropielnicki

From: Violet Yackimec <vyackimec@atb.com>
Sent: June 11, 2026 10:31 AM
To: Info
Subject: ATB Innisfree Agency 30 year Celebration
Attachments: Anniversary Poster - 18026.pdf

You don't often get email from vyackimec@atb.com. [Learn why this is important](#)

Hello,

I am writing to invite County of Minburn to join us in celebrating ATB's presence in the community of Innisfree for 30 years!

Would our councillor for Division 2, Ray Nedzielski, be able to attend and say a few words of congratulations?

I have attached more information below.

Thanks for your time.

--

Violet Yackimec
Manager
Everyday Financial Services
Innisfree Agency

Office 780-592-2083
5116 50 Ave
Innisfree, AB T0B 2G0
atb.com



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If you would like to unsubscribe from our updates, please use this URL - <http://www.atb.com/important-information/privacy-security/Pages/unsubscribe.aspx>



Please Join Us Celebrating 30 Years!

Innisfree Agency has been a pillar in this community for 30 years.
We would like to invite you to this monumental occasion.

June 23/26 at Innisfree Recreation Centre
Doors open 5:30 p.m. Short Program 6 p.m. Supper to follow.

RSVP by June 16

COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2488	2025-319	15-Dec-25	Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	90%	Mike/CAO		Waiting on Innisfree to return signed agreement
2505	2026-019	19-Jan-26	Add BF 72570 bridge-sized culvert replacement work to 2026 year with municipal portion of capital costs to be funded by way of debenture	100%	Norm	13-May-26	Project awarded at the May 13th Council meeting
2513	2026-033	17-Feb-26	Administration prepare tender for sale of Units 333 and 330 following the delivery of two new CAT 160 graders	100%	Norm	25-May-26	Units sold to Ritchie Bros.
2519	2026-048	19-Mar-26	Administration proceed with Phase 1 Environmental Site Assessment for Minburn Landfill	50%	Davin		Project awarded to Omni-McCann. Work to commence in Spring 2026
2528	2026-058	19-Mar-26	Administration proceed with approved 2026 bridge maintenance projects on BFs 71897, 1000, 1485, 6554, and 81828 with projected costs of 1,031,000, County's share being 917,000, with any exceeding costs funded from Bridge Reserves	90%	Norm	15-Jun-26	Results going to Council meeting on June 15
2535	2026-068	19-Mar-26	Administration arrange a meeting with the CAOs for the Villages of Mannville and Innisfree, along with elected officials appointed to represent their respective municipalities on the M-M-I FCSS Advisory Board	50%	Office of the CAO		Working with CAO's to get a date for all municipalities. Unable to secure a date with the Village of Innisfree
2539	2026-090	20-Apr-26	Administration proceed with removal of reserve designation from lands within the County now that third reading of Bylaw 1373-26 has been given	90%	Davin		Title cancelled May 19, 2026. Awaiting new title from Land Titles
2540	2026-094	20-Apr-26	Administration update server and website with new Bylaw 1377-26 that establishes an Intermunicipal Subdivision and Development Appeal Board, and remove repealed Bylaw 1366-25 and all amendments	100%	Office of the CAO	10-Jun-26	All Municiplalties have signed
2541	2026-095	20-Apr-26	Administration update the Intermunicipal Subdivision and Development Appeal Board Agreement with Partner Municipalities with the approved changes and forward to participating municipalities for signing	100%	Office of the CAO	10-Jun-26	All Municipalities have signed
2545	2026-100	20-Apr-26	Administration proceed with enforcement of the Stop Order in accordance with the MGA, and as discussed at the April 16 COW Meeting closed session	90%	Davin		Court date scheduled for June 18, 2026
2548	2026-103	20-Apr-26	Administration notify Ritchie Bros. of Council's approval to sell Unit 330 (2016 John Deere 872GP) and Unit 333 (2018 John Deere 872GP) to Ritchie Bros. for \$155,000 and \$165,000 respectively, and participation in the 85/15 revenue-sharing arrangement on proceeds exceeding \$343,500	100%	Norm	25-May-26	Ritchie Bros notified, waiting on final paperwork to be executed
2560	2026-130	13-May-26	Notify Plains Construction of being successfully awarded the tender for BF 72570	100%	Norm	13-May-26	Plains Construction notified
2561	2026-131	13-May-26	Notify ASB that Council appointed Merek Dziwenka and Zachary Quinten as ASB inspectors	100%	Norm	13-May-26	Notified
2562	2026-132	13-May-26	Execute ATB Investment Management agreement that maintains compliance with County's investment Policy AD 1034-01	100%	Jay	13-May-26	Completed
2563	2026-133	13-May-26	Administration notify MD of Wainwright of Council's resolution to opt out of the Intermunicipal Collaboration Framework Agreement pursuant to Section 708.28 of the MGA	100%	Office of the CAO	11-Jun-26	Completed
2564	2026-134	13-May-26	Notify Donna Melenka, contact for Warwick Community Hall, of Council's approval to partner/support them in their application for the Alberta HUB FCC AgriSpirit Fund for new siding on the Warwick Hall	100%	Office of the CAO	13-May-26	Advised Donna by phone of Council's support in their application as the deadline is May 15/26
2565	2026-140	13-May-26	Proceed with amendments to Mannville Fire Services Agreement as discussed in Closed Session	100%	Mike	11-Jun-26	Complete

2566	2026-141	13-May-26	Use the evaluation criteria as approved by Council for the Auditing Services Request for Proposal as discussed in Closed Session	100%	Jay	13-May-26	Completed
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